

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

**Tuesday, December 20, 2016 @ 8:30 a.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. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval November 15, 2016 minutes
7. Communications
8. Discussion and possible action to re-title the Business Relations/Marketing Manager in Economic Development
9. Discussion and possible action to recommend the reclassification of an Accountant I position at Human Services
10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services
11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services
12. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0645, Holidays, to extend the 10 floating holidays to the Jail Food Services Supervisor position
13. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline. *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.*
14. Reconvene into open session for action regarding items discussed in closed session
  - a. Employee Discipline
15. Review of October, 2016, Monthly Financial Report for Human Resources and Safety
16. Report from Human Resources Director:
  - a. November monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence approvals
  - e. Employees provided additional steps, benefits and/or bonuses
17. Set next meeting date and agenda items
18. Adjournment

**Next scheduled meeting: Tuesday, January 17, 2017 at 8:30 a.m.**

*A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**November 15, 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, Greg David and Lloyd Zastrow. Others present: Terri Palm and Benjamin Wehmeier. Jerry Haferman and Blair Ward at 9:00am.
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 J. Mode, second by G. David, to approve the September 20, 2016 minutes.** Minutes approved 5:0.
7. Communications: Revised draft of Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time was distributed.
8. Consideration to amend the County's Section 125b Plan to increase the medical maximum to \$2,600 effective January 1, 2017. T. Palm provided an update that the IRS regulations have changed, allowing employees to elect up to \$2600 annually for unreimbursed medical expenses, an increase from \$2550. The last time an increase was allowed was in 2014. There is ample time for employees to make an adjustment to the 2017 election. **Motion by M. Wineke, second by G. David, to amend the County's Section 125b Plan to increase the medical maximum to \$2,600, effective January 1, 2017.** Motion carried 5:0.
9. Discussion and possible action to create Personnel Ordinance HR0245 Interns, Job Shadowing and Volunteers. Committee was informed that several times a year, a department is approached by an individual looking to do an intern for school, volunteer on a particular activity, or job shadow for a day. There are several legal considerations. This ordinance will provide guidance on each classification of positions and which needs Board approval. **Motion by J. Mode, second by G. David to amend the proposed ordinance by deleting the sentence, "Interns who are assigned menial tasks are likely to become frustrated and/or lose interested in a long-term career."** **Motion carried 5:0 to approve the amendment.** **Motion by G. David, second by L. Zastrow, to recommend Personnel Ordinance HR0245, Interns, Job Shadowing and Volunteers to County Board as amended.** Motion carried 5:0.
10. Review of August and September, 2016, Monthly Financial Reports-Human Resources and Safety: T. Palm reviewed that both divisions are on track. Most line items above the allocated percentage is due to a purchase in the beginning of the year and no further expense should occur. FSA overage is due to administrative costs but within the overall budget.
11. Report form Human Resources Director: T. Palm reviewed the September and October monthly accomplishments and goals, 8 vacancy requests approved, 0 vacancy requests denied, 1 emergency help request, 1 leave of absence approval and 2 employees provided additional steps/ benefits. It was discussed that the open records requests Human Resources receives varies, but the most common are regarding employee records, policies/procedures and compensation/benefit surveys.

12. **Motion by G. David, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations, including possible recommendation of future contract agreement.** *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.* David, Aye; Zastrow, Aye; Braugher, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:01am.

*Note: Also present for matters under Section 19.85 (1)(e): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; R. Phillips, Administration Intern; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.*

*Present for matters under Section 19.85 (1)(c): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.*

13. **Motion by J. Mode, second by G. David, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 9:33am.

a) **Motion by L. Zastrow, second by G. David, to approve the disciplinary action as recommended by the Sheriff.** Motion carried 5:0.

b) **Motion by G. David, second by J. Mode, to recommend to County Board the Tentative Agreements with Local 102, Law Enforcement, as presented in closed session.** Motion carried 5:0.

14. Set next meeting date and agenda items: Next meeting scheduled for Tuesday, December 20, 2016 at 8:30am. Agenda items to be determined.

15. Adjournment: **Motion by G. David, second by J. Mode, to adjourn.** Motion Carried 5:0. Meeting adjourned at 9:35am.



December 13, 2016

**MEMORANDUM**

**TO:** Terri Palm

**FR:** Charles E. Carlson

**RE:** Classification Review of Human Services Medical Office Assistant (Broedlow)

The County requested a classification review of a new position titled Medical Office Assistant in the Human Services Department. This position's responsibilities would be those typical of a medical assistant – interfacing with patients/clients, performing routine tests, charting, other record-keeping and related clerical work, scheduling, etc. Entry level requirements are tech college training in the occupation and prior experience.

I recommend allocating the revised position to Grade 5 of the County pay plan. The position should be FLSA Non-exempt.

Please let me know if you have any questions regarding this recommendation.

**ORDINANCE NO. 2016-\_\_\_\_**

**Amending Personnel Ordinance HR0645, Holidays, to clarify positions receiving 10 floating holidays**

Executive Summary

The majority of full-time employees receive nine (9) paid holidays and one (1) paid floating holiday annually. Personnel Ordinance HR0645, Holidays, provides an exception for certain positions. These are positions that work 365 days per year. The current ordinance does not recognize the position of Food Service Supervisor at the Sheriff's Department.

On December 20, 2016, the Human Resources Committee reviewed language amending Personnel Ordinance HR0645, Holidays, as proposed by the Human Resources Director. As the Food Service Supervisor regularly is scheduled to work on holidays, the amendment would also provide this position 10 floating holidays to be taken on another day. After consideration of the proposed revision, the Human Resources Committee is recommending an amendment to HR0645, Holidays, providing the Food Service Supervisor 10 floating holidays annually.

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WHEREAS, because the Jail kitchen provides dietary service to inmates 365 days a year and the Food Service Supervisor is often required to work on holidays, it is beneficial to allow the Food Service Supervisor position 10 floating holidays to ensure adequate staffing is maintained on a holiday.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0645, Holidays, to allow 10 floating holidays annually to the Food Service Supervisor position.

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:

**HR0645      HOLIDAYS**

- C. In lieu of the paid holidays above, Communications Operators, ~~and~~ Cooks, and the Food Service Supervisor in the Sheriff's Department, 9-month Seasonal Maintenance Workers in the Parks Department, and Intake/On-call Workers, Group Home Workers and the Lueder Haus Supervisor at Human Services, shall receive ten (10) floating holidays each year. Such days are to be taken at the discretion of the employee subject to the approval of the supervisor. Such employees shall work if scheduled on any day otherwise observed as a holiday by other County employees without additional compensation. Employees who have not used all of their holidays shall have them automatically paid out, on the first pay period in January at the previous year's rate in effect on December 31st. Holidays may be carried over into the new year upon approval of the County Administrator, used by March 1 or be forfeited. [cr. 12/13/11, ord. 2011-21; am 02-11-14, ord 2013-25]

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

02-14-17

Terri M. Palm: 12-18-16

REVIEWED: Administrator \_\_\_\_; Corp. Counsel \_\_\_\_; Finance Director \_\_\_\_

**Report to Human Resources Committee  
December 20, 2016**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- November, 2016, report included

**VACANT POSITION REQUESTS AUTHORIZED TO FILL.** The County Administrator and Human Resources Director have reviewed the following vacant position requests since the November 15, 2016 Human Resources Committee meeting:

**Human Services**

- Accounting Specialist II – full-time
- Administrative Assistant II – full-time
- Child Protective Services Ongoing Professional – full-time
- Psychotherapist – full-time

**Sheriff's Office**

- Deputy – full-time (3)

**Positions not authorized to fill.** None.

**EMERGENCY HELP REQUESTS.** The following emergency help requests were received since the November 15, 2016 Human Resources Committee meeting:

- **Custodian.** Due to staffing shortage, the Maintenance Manager requested emergency help to assist with the second shift custodial duties through January 2017, to be reviewed at that time. Approval was granted to use either a temp agency or employee relationship.
- **Mental Health Supervisor.** Approval was given to appoint an interim supervisor to cover for a leave of absence.

**LEAVE OF ABSENCE (LOA) APPROVALS.**

- One continuation of LOA request approved to allow time for proper certification.

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

- A Comprehensive Community Services Facilitator recently received her LCSW licensure, and was awarded 3 steps, not to exceed step 5 of current pay grade.
- A CSP worker recently received her LCSW licensure, and was also awarded 3 steps, not to exceed step 5 of the appropriate pay grade.
- Fifteen Master's degree, licensed Social workers received a bonus up to \$2000. This was part of the retention strategy approved through the 2016 budget with a total cost of approximately \$27,400. This is less than what was budgeted.

Respectively submitted,



Terri M Palm  
Human Resources Director

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
411100	GENERAL PROPERTY TAXES	(34,232.83)	(34,232.83)	(342,328.30)	(342,328.33)	0.03	(410,794.00)	(68,465.70)	83.33%
451002	PRIVATE PARTY PHOTOCOPY	(78.25)	(1.67)	(78.25)	(16.67)	(61.58)	(20.00)	58.25	391.25%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(17.00)	(25.00)	8.00	(30.00)	(13.00)	56.67%
<b>Totals</b>		<b>(34,311.08)</b>	<b>(34,237.00)</b>	<b>(342,423.55)</b>	<b>(342,370.00)</b>	<b>(53.55)</b>	<b>(410,844.00)</b>	<b>(68,420.45)</b>	<b>83.35%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
511110	SALARY-PERMANENT REGULAR	12,337.53	16,738.17	115,209.97	167,381.67	(52,171.70)	200,858.00	85,648.03	57.36%
511210	WAGES-REGULAR	1,668.79	-	27,414.19	-	27,414.19	-	(27,414.19)	
511240	WAGES-TEMPORARY	-	-	221.00	-	221.00	-	(221.00)	
511310	WAGES-SICK LEAVE	209.65	-	2,395.79	-	2,395.79	-	(2,395.79)	
511320	WAGES-VACATION PAY	1,031.15	-	7,627.61	-	7,627.61	-	(7,627.61)	
511330	WAGES-LONGEVITY PAY	-	20.75	-	207.50	(207.50)	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	31.28	-	4,403.84	-	4,403.84	-	(4,403.84)	
511350	WAGES-MISCELLANEOUS(COMP'	479.46	-	2,613.03	-	2,613.03	-	(2,613.03)	
512141	SOCIAL SECURITY	1,097.49	1,258.17	11,308.99	12,581.67	(1,272.68)	15,098.00	3,789.01	74.90%
512142	RETIREMENT (EMPLOYER)	1,040.01	1,106.08	10,538.06	11,060.83	(522.77)	13,273.00	2,734.94	79.39%
512144	HEALTH INSURANCE	4,725.66	4,485.08	44,194.19	44,850.83	(656.64)	53,821.00	9,626.81	82.11%
512145	LIFE INSURANCE	3.46	3.92	33.84	39.17	(5.33)	47.00	13.16	72.00%
512150	FSA CONTRIBUTION	-	62.50	750.00	625.00	125.00	750.00	-	100.00%
512173	DENTAL INSURANCE	298.98	270.00	2,621.00	2,700.00	(79.00)	3,240.00	619.00	80.90%
521218	ARBITRATOR	-	66.67	-	666.67	(666.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	11,720.50	16,207.50	(4,487.00)	19,449.00	7,728.50	60.26%
521220	CONSULTANT	-	416.67	-	4,166.67	(4,166.67)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,704.10	1,855.33	21,262.43	18,553.33	2,709.10	22,264.00	1,001.57	95.50%
521226	ERGONOMICS	-	20.83	-	208.33	(208.33)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	1,250.00	312.50	5,838.69	3,125.00	2,713.69	3,750.00	(2,088.69)	155.70%
521228	LABOR NEGOTIATIONS	443.50	2,083.33	678.50	20,833.33	(20,154.83)	25,000.00	24,321.50	2.71%
521229	RECRUITMENT RELATED	-	83.33	1,006.14	833.33	172.81	1,000.00	(6.14)	100.61%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	3,508.33	685.96	4,210.00	15.71	99.63%
531298	UNITED PARCEL SERVICE UPS	-	-	7.46	-	7.46	-	(7.46)	
531303	COMPUTER EQUIPMT & SOFTWA	-	125.00	1,984.03	1,250.00	734.03	1,500.00	(484.03)	132.27%
531311	POSTAGE & BOX RENT	22.59	25.00	311.47	250.00	61.47	300.00	(11.47)	103.82%
531312	OFFICE SUPPLIES	(18.39)	60.83	591.77	608.33	(16.56)	730.00	138.23	81.06%
531313	PRINTING & DUPLICATING	63.43	83.33	883.22	833.33	49.89	1,000.00	116.78	88.32%



531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	333.81	1,333.33	(999.52)	1,600.00	1,266.19	20.86%
531324	MEMBERSHIP DUES	-	42.50	385.00	425.00	(40.00)	510.00	125.00	75.49%
531351	GAS/DIESEL	15.79	-	15.79	-	15.79	-	(15.79)	
531357	EMPLOYEE RECOGNITION	1,380.66	500.00	2,972.60	5,000.00	(2,027.40)	6,000.00	3,027.40	49.54%
532325	REGISTRATION	25.00	143.75	1,439.00	1,437.50	1.50	1,725.00	286.00	83.42%
532332	MILEAGE	341.10	36.08	557.85	360.83	197.02	433.00	(124.85)	128.83%
532334	COMMERCIAL TRAVEL	-	41.67	-	416.67	(416.67)	500.00	500.00	0.00%
532335	MEALS	45.15	25.58	156.30	255.83	(99.53)	307.00	150.70	50.91%
532336	LODGING	164.00	171.33	984.00	1,713.33	(729.33)	2,056.00	1,072.00	47.86%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	158.33	(158.33)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	(10.00)	1,958.33	14,344.50	19,583.33	(5,238.83)	23,500.00	9,155.50	61.04%
533225	TELEPHONE & FAX	3.80	5.83	41.97	58.33	(16.36)	70.00	28.03	59.96%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	495.80	495.83	(0.03)	595.00	99.20	83.33%
571005	DUPLICATING ALLOCATION	37.50	37.50	375.00	375.00	-	450.00	75.00	83.33%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	4,812.50	4,812.50	-	5,775.00	962.50	83.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	2,010.80	2,010.83	(0.03)	2,413.00	402.20	83.33%
591519	OTHER INSURANCE	87.31	94.25	873.16	942.50	(69.34)	1,131.00	257.84	77.20%
592006	WRS INTEREST	12.51	-	12.51	-	12.51	-	(12.51)	

Totals	30,268.42	34,987.00	307,620.60	349,870.00	(42,249.40)	419,844.00	112,223.40	73.27%
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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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Totals	-	-	-	-	-	-	-	-	
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Total Business Unit	(4,042.66)	750.00	(34,802.95)	7,500.00	(42,302.95)	9,000.00	43,802.95		
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