

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**January 23, 2017 @ 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 8:39 am. Others present: Barry Block, Kathi Cauley, Brian Lamers, Paul Milbrath, Terri Palm, Jim Schroeder, 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 December 20, 2016 minutes, as presented with the spelling correction of M. Wineke. Motion carried 4:0.**
7. Communications: None.
8. Set the 2017-2018 Human Resources Committee meeting schedule. No changes recommended by Committee to the 2017-2018 meeting calendar of third Tuesday of the month at 8:30am.
9. Review and discussion of Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Process, specifically regarding the reclassification processes. T. Palm indicated item was for discussion on how this ordinance applies to the reclassification items on the agenda. Typically, reclassifications are requested early in the year, April 1, and recommendations are included in the succeeding annual budget. Ordinance also provides an exception, that has been used on occasion, that allows a reclassification request by the County Administrator, outside of the annual budget process. Ordinance also states that with County Board approval, can implement reclassifications at any time. Finally, of important note, is current ordinance states that the consultant's recommendation shall be implemented, unless it can be demonstrated that the consultant acted without factual basis or unless the Board takes action to uniformly delay or deny all recommendations based on budgetary constraint. T. Palm further explained that it is common that when a position becomes vacant, that the department head would look at the duties to determine if that is how the position should be filled in the future.

M. Wineke stated that ideally it is best to do within the budget process, but he understands that in reality, recruitment and retention is a challenge and sometimes adjustments may be needed midyear. Without reviewing the position and making appropriate adjustments, the County would lose and fail to recruit quality employees. In regards to an outside consultant, he feels that this may be 'passing the buck' but is not ready to recommend a change without more information.

J. Mode agreed and indicated the County may want to look at changing the "shall" follow recommendations of the consultant to "should consider" the recommendations.

J. Braughler inquired if the County can get more detail from the consultant on how the recommendation was arrived at.

J. Schroeder commented that when the study was conducted in 2012, this information was considered proprietary.

B. Wehmeier indicated another reason, from his understanding, is the ranking is point based. Employees could use this information to tweak duties to get just a couple extra points to boost individual positions.

M. Wineke agreed with J. Mode. Every position/Committee has responsibility and should be able to make recommendations/decisions with their individual expertise and should not rely on the consultant alone.

G. David concurred. The consultant can provide good information but the County should not have to be tied to it.

J. Braughler did state that putting it to the outside is a defense of perception of favoritism and some protection to the County.

M. Wineke echoed not to throw out the consultant, but only offers a valuable piece to the process.

T. Palm added that she reviews all the reclassifications prior to forwarding to the consultant. There have been reviews denied. And after explaining to the employee/supervisor the reasons, have never had a complaint. Many times the request is just to have the job description updated. She is better versed at some positions than others, and for those not as familiar with, will forward if any uncertainty.

J. Braughler indicated will require consideration at future meeting.

10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services. K. Cauley explained that the incumbent is retiring and didn't know the date until November, after budget was adopted. She explained it was helpful to review the Job Description and complete the Questionnaire form herself, and not the incumbent, to make sure it stated what she needed the position to do in the future. This included the current changes that have occurred since 2012 including a great increase in compliance responsibility and increase of supervisory responsibility. She further stated that she reviews every vacant position, looking closely at it and the HS structure to make sure it is as efficient as possible. **Motion by M. Wineke, second by L. Zastrow, to recommend to County Board the reclassification of the Administrative Services Division Manager position at Human Services as proposed.** Discussion: M. Wineke commented that he recognizes the greater number of reclasses from Human Service and also recognizes it as a reality as a response to ever changing regulations and demands. **Motion carried 5:0.**

11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services. K. Cauley provided background to the request. There were 13 personnel changes that have occurred with the creation of two new positions at Human Services in the 2017 budget, due to internal transfers. When the Accounting Specialist II position became vacant (grade 5), the incumbent to the Medical Office Assistant position indicated that she was being actively recruited and interested in the Accounting Specialist II position, namely because of the higher grade placement. The Medical Office Assistant position is currently a grade 4. K. Cauley explained that this person has taken on duties typically completed by a L.P.N. and has great concerns if would need to replace her. She works very closely with Dr. Haggert and if the position were vacant, would need to fill as a L.P.N, or possibly even a R.N. **Motion by G. David, second by J. Mode, to recommend to County Board the reclassification of the Medical Office Assistant position at Human Services as proposed. Motion carried 5:0.**

T. Palm asked the Committee to review the fiscal note of the resolution. It only states the actual financial impact of 2017, not the potential future cost/savings. J. Braughler indicated to leave the

language as stated but have the information available at County Board. B. Ward asked the committee if they agreed with the resolution as presented and, if so, to approve the resolution to take to County Board.

**Motion by J. Mode, second by M. Wineke, to send the resolution as drafted and recommend to the County Board. Motion carried 5:0.**

12. Update on and review of Task Force assignments. T. Palm went through the handout in the packet, initially covering items b – d. Provided update on what has been done on Professional Development training, including utilizing MATC and WCTC, a survey and focus groups with supervisors, and next step to get back together with focus groups to review survey analysis. Would like to set a program that would include basic 101 trainings done by internal staff, as well as developmental trainings probably from outside assistance. This would include individuals who have expressed interest or are recommended to further careers into management.

Recruitment and Retention include changes already made to Personnel Ordinance to allow offering a more flexible package to new hires. Identifying positions that are more difficult to recruit for due to Market changes, including hiring social workers at a higher step if they are licensed and a bonus if they meet specified criteria. On the retention, focusing on employee recognition. With the assistance of Administration, working to formulate a program.

Succession planning is tied into the Professional Development and making sure the County includes potential leaders in developing this skill.

T. Palm asked the Committee for further direction in the analysis of overtime and sick time utilization. Provided was a breakdown of each, an explanation of how the union contract and HR0360 provides exceptions to certain groups, mainly Sheriff and Highway, and the difficulty of our current HRIS to track the difference of OT due to FLSA and OT due to the exception.

Committee agreed to review information and discuss at future meeting.

13. Review of the November, 2016 Monthly Financial Report for Human Resources and Safety. No notable changes. It was discussed that there were additional funds in Labor Negotiations, as a contract was settled quickly. However, a carryover request will likely be made of this money to assist with legal fees of two upcoming grievance arbitrations and a Duty Disability claim. None of these claims will be covered through our general liability coverage.
14. Report from Human Resources Director. The November and December monthly accomplishments and goals were reviewed, including an update on looking into a Mass Alert system for employees/citizens. Seven vacant positions, 0 Emergency Help requests and 0 leave of absence approvals were reported. One employee received an extra step following a promotion and a back pay bonus for a Masters' degree, licensed Social Worker, at Human Services was reviewed. Finally, the compensatory time payout of approximately \$200,000, the vacation carryover of over 2,200 hours and the holiday and random hour carryovers were discussed.
15. Set next meeting date and agenda items: Next meeting is scheduled for Tuesday, February 21, 2017, at 8:30am. Agenda items to include items 9 and 12, review of reclassification ordinance and Taskforce items.
16. Adjournment: **Motion by G. David, second by L. Zastrow, to adjourn. Motion Carried 5:0.** Meeting adjourned at 10:02am.

**WISCONSIN STATE  
HEALTH INSURANCE  
2018 – 2019 PROPOSED CHANGES**

## WHAT WE KNOW (AND DON'T KNOW)

1. Difference between fully-insured and self-insured
2. Regionalization
3. Current Plan Designs
4. What other changes is the State considering
5. “What if” scenarios
6. What is the County doing now

# FULLY-INSURED

- Traditional way to structure employer-sponsored health plan. Current structure with the State Plan
- Insurance companies negotiate a premium with the employer (ETF in the case of the State plan)
- Premiums are fixed for the year and paid to the insurance company
- Health care providers submit claims to the insurance company, who then pay the health care claims with premium collections, based on the coverage benefits outlined in the policy purchased
- The covered person (employee) is responsible for any costs not covered in the policy (ie. Deductibles, co-pays) until an out-of-pocket maximum is met.
- Insurance company bears the risk of paying claims exceeding the out-of-pocket maximums AND claims being greater than premiums collected

# SELF-INSURANCE (SELF-FUNDED)

- *Proposed* structure with the State Plan. Needs approval by Joint Finance Committee
- The employer (ETF in the case of the State plan) operates their own health plan
- The employer has known, fixed costs such as administrative fees, stop-loss premiums (if any) and other set fees charged per employee by the Third Party Administrator (TPA)
- The employer also has unknown variable costs, mainly payment of actual health care claims
- The employer (ETF and realistically state and local governments) will bear the risk of health care claims exceeding monies budgeted to pay the claims
- Stop-loss or excess-loss insurance can be purchased. This is insurance for claims that exceed a predetermined amount. ETF has not determined/disclosed if they plan to purchase stop-loss

# REGIONALIZATION

Reduce the number of 17 health plans that are offered by ETF and calculated based on 72 counties to 5-6 plans based on 4 regions and one statewide plan

Possible “opportunity for ETF to ultimately achieve \$45-70M in medical claims savings from consolidating the number of health plans and converting to a regional approach with regions determined by ETF and uniform for all health plans.” – Segal report, 11/17/15 . This would be over the 3-year contract and anticipated to apply to future years

The goal is to:

- Maximize gains in pricing and provider discounts

- Maintain provider access

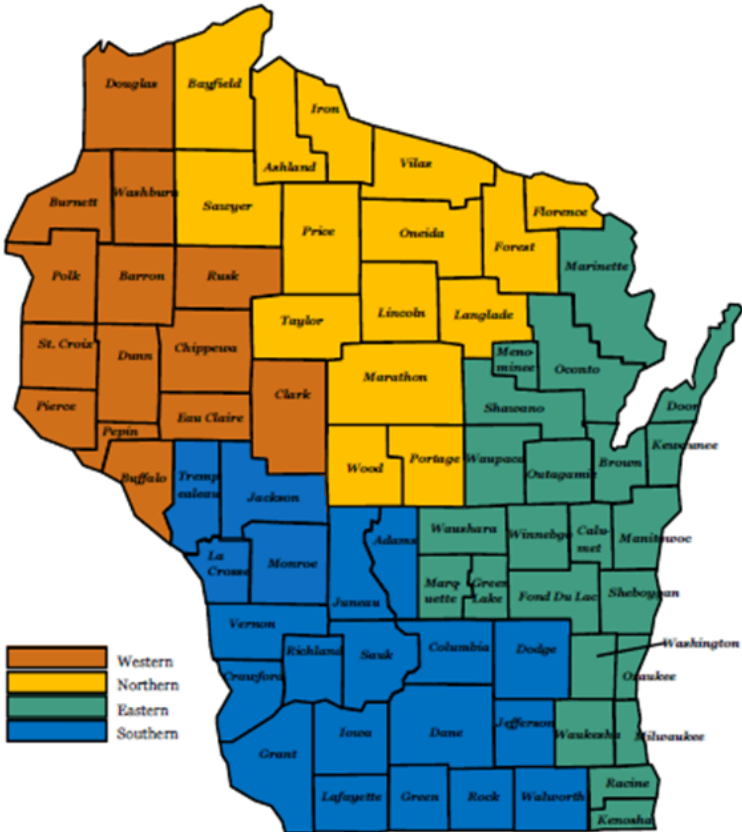
- Manage member disruption

- Improve overall performance of the plans' health management

- Provide quality customer service



# REGIONALIZATION MAP



REGION	NORTH	EAST	SOUTH	WEST
STATEWIDE VENDOR	Anthem	Anthem	Anthem	Anthem
REGIONAL VENDOR(S)	Security	Anthem Network	Dean SPWI TPA, Inc *	Health Partners

\*SPWI TPA, Inc, also called Quartz, is affiliated with Unity Health Insurance and Gunderson Health Plan

# HEALTH PLAN DESIGNS

Late January, 2017, Jefferson County was notified that ETF was proposing to eliminate the P04/P14 (low deductible plan) for local governments

Was also verbally notified that the goal was to mirror the plans that are available to State employees, which is ONLY the P06/P16 and P07/P17 plans

<http://countyapps/jc/employee/documents/temp.pdf>

# OTHER CHANGES – DOMESTIC PARTNERSHIP

“Domestic partners could lose Wisconsin health coverage now that same-sex marriage is legal” – Journal Sentinel

Domestic Partnership Program – Eliminates the Chapter 40 domestic partnership program on the effective date of the bill; however, grandfathers existing domestic partnerships for purposes of Wisconsin Retirement System benefits. Additionally, group health insurance coverage under a group health plan offered by the Group Insurance Board (GIB) would no longer be extended to an employee’s domestic partner, effective January 1, 2018. It also provides that a surviving domestic partner is not a default beneficiary for purposes of a deferred compensation plan and is not eligible to receive duty disability survivorship benefits for deaths occurring on or after January 1, 2018.

# WHAT IF ....?

## What if ETF eliminates the County's current plan?

Although a preliminary plan and cost comparison has been made, the County would need to quickly determine if remaining in the State Plan is feasible. However, we have been told that if this change occurs, the earliest would be in 2019.

## What if ETF goes self-insured/regionalized in 2018?

Realistically, it is already too late for the County to react in a responsible manner and make any significant changes. Which means that, providing the current low-deductible plan is available AND the rates do not increase significantly, it looks like the County will maintain health benefits comparable to today in 2018. Unfortunately, cost is a major player in this decision.

For most employees, there should not be any significant change. In theory, other than completing a new health insurance application, 98% of employees will be able to maintain their primary doctor, receive the same uniform benefits of coverage, and the change will be transparent for you.

# WHAT IF ....?

What if my primary doctor is in the plan, but my specialist isn't? Or, visa versa?

Unfortunately, this will occur for some employees. If your physician(s) are not in one of the regional health plans offered, you will need to consider changing physicians or trying to obtain coverage through the Marketplace. Physician directories for 2018 will probably not be released until late August, or at the earliest, when a contract with the regional plan is signed.

What if ETF has a terrible year in 2018, and costs exceed the monies budgeted to pay for claims?

That's a good question, it still is not clear if State and Local governments will be in the same pool or separate pools. If one group has a good year, and the other an awful year, will they 'balance' each other out? The County is monitoring this with ETF.

# WHAT IF ....?

What if I am looking at retiring later this year or early next year? What about me and other retirees?

If the County stays with the State Plan, retirees will also stay and have the same benefit level as active employees (ie. Low deductible plan; High deductible plan). BUT, if the County leaves the State Plan, retirees will also have to leave. “What plan, if any, would be available to retirees?” is a question that needs to be explored and considered before making any kind of change.

What if the County decides that the State Plan is no longer a viable option?

The County will need to determine the best option outside the State Plan, including consideration of having our own self-funded plan, a fully-insured plan, forming a cooperative or coalition and any other possible alternatives.

# WHAT IF ....?

What if I have questions?

Human Resources will strive to ensure information is given to employees as the County is made aware of new material. Please do not hesitate to contact HR or visit the ETF site for additional information on this subject: <http://etf.wi.gov/>

The background consists of several overlapping geometric shapes. A large orange shape covers the right and bottom portions. A smaller, lighter orange shape is positioned above it, tilted. A bright green shape is a thin strip running parallel to the bottom edge of the lighter orange shape. A grey shape is in the bottom-left corner, partially overlapping the orange shapes. The text 'QUESTIONS???' is centered on the lighter orange shape.

**QUESTIONS???**



Human Resources  
41

Date Ran 3/6/2017  
Period 12  
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	(34,232.87)	(34,232.83)	(410,794.00)	(410,794.00)	-	(410,794.00)	-	100.00%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(78.25)	(20.00)	(58.25)	(20.00)	58.25	391.25%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(17.00)	(30.00)	13.00	(30.00)	(13.00)	56.67%
451200	RECORDS & REPORTS	-	-	(390.00)	-	(390.00)	-	390.00	#DIV/0!
<b>Totals</b>		<b>(34,232.87)</b>	<b>(34,237.00)</b>	<b>(411,279.25)</b>	<b>(410,844.00)</b>	<b>(435.25)</b>	<b>(410,844.00)</b>	<b>435.25</b>	<b>100.11%</b>

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	8,958.82	16,738.17	135,641.32	200,858.00	(65,216.68)	200,858.00	65,216.68	67.53%
511210	WAGES-REGULAR	2,885.46	-	33,198.96	-	33,198.96	-	(33,198.96)	#DIV/0!
511240	WAGES-TEMPORARY	-	-	221.00	-	221.00	-	(221.00)	#DIV/0!
511310	WAGES-SICK LEAVE	245.52	-	2,641.31	-	2,641.31	-	(2,641.31)	#DIV/0!
511320	WAGES-VACATION PAY	2,842.01	-	11,036.12	-	11,036.12	-	(11,036.12)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	20.75	248.75	249.00	(0.25)	249.00	0.25	99.90%
511340	WAGES-HOLIDAY PAY	1,510.27	-	7,448.89	-	7,448.89	-	(7,448.89)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	44.37	-	2,864.48	-	2,864.48	-	(2,864.48)	#DIV/0!
512141	SOCIAL SECURITY	1,182.21	1,258.17	13,674.74	15,098.00	(1,423.26)	15,098.00	1,423.26	90.57%
512142	RETIREMENT (EMPLOYER)	1,110.87	1,106.08	12,766.23	13,273.00	(506.77)	13,273.00	506.77	96.18%
512144	HEALTH INSURANCE	4,852.17	4,485.08	54,005.62	53,821.00	184.62	53,821.00	(184.62)	100.34%
512145	LIFE INSURANCE	3.46	3.92	40.76	47.00	(6.24)	47.00	6.24	86.72%
512150	FSA CONTRIBUTION	-	62.50	750.00	750.00	-	750.00	-	100.00%
512173	DENTAL INSURANCE	(137.52)	270.00	2,810.56	3,240.00	(429.44)	3,240.00	429.44	86.75%
521218	ARBITRATOR	-	66.67	-	800.00	(800.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,620.75	13,810.50	19,449.00	(5,638.50)	19,449.00	5,638.50	71.01%
521220	CONSULTANT	-	416.67	-	5,000.00	(5,000.00)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,675.63	1,855.33	24,923.97	22,264.00	2,659.97	22,264.00	(2,659.97)	111.95%
521226	ERGONOMICS	-	20.83	-	250.00	(250.00)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	500.00	312.50	6,338.69	3,750.00	2,588.69	3,750.00	(2,588.69)	169.03%
521228	LABOR NEGOTIATIONS	6,031.87	2,083.33	12,531.81	25,000.00	(12,468.19)	25,000.00	12,468.19	50.13%
521229	RECRUITMENT RELATED	102.00	83.33	1,120.64	1,000.00	120.64	1,000.00	(120.64)	112.06%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	4,210.00	(15.71)	4,210.00	15.71	99.63%
531105	FLEX PLAN SURPLUS	(2,205.50)	-	(2,205.50)	-	(2,205.50)	-	2,205.50	#DIV/0!
531298	UNITED PARCEL SERVICE UPS	8.89	-	16.35	-	16.35	-	(16.35)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW	-	125.00	1,984.03	1,500.00	484.03	1,500.00	(484.03)	132.27%
531311	POSTAGE & BOX RENT	27.79	25.00	364.78	300.00	64.78	300.00	(64.78)	121.59%

531312	OFFICE SUPPLIES	30.99	60.83	701.41	730.00	(28.59)	730.00	28.59	96.08%
531313	PRINTING & DUPLICATING	187.87	83.33	1,071.09	1,000.00	71.09	1,000.00	(71.09)	107.11%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	333.81	1,600.00	(1,266.19)	1,600.00	1,266.19	20.86%
531324	MEMBERSHIP DUES	-	42.50	400.83	510.00	(109.17)	510.00	109.17	78.59%
531351	GAS/DIESEL	-	-	15.79	-	15.79	-	(15.79)	#DIV/0!
531357	EMPLOYEE RECOGNITION	303.61	500.00	3,297.77	6,000.00	(2,702.23)	6,000.00	2,702.23	54.96%
532325	REGISTRATION	-	143.75	1,439.00	1,725.00	(286.00)	1,725.00	286.00	83.42%
532332	MILEAGE	-	36.08	557.85	433.00	124.85	433.00	(124.85)	128.83%
532334	COMMERCIAL TRAVEL	-	41.67	-	500.00	(500.00)	500.00	500.00	0.00%
532335	MEALS	-	25.58	155.15	307.00	(151.85)	307.00	151.85	50.54%
532336	LODGING	-	171.33	984.00	2,056.00	(1,072.00)	2,056.00	1,072.00	47.86%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	190.00	(190.00)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	1,282.11	1,958.33	16,516.76	23,500.00	(6,983.24)	23,500.00	6,983.24	70.28%
533225	TELEPHONE & FAX	-	5.83	45.78	70.00	(24.22)	70.00	24.22	65.40%
571004	IP TELEPHONY ALLOCATION	(42.72)	49.58	502.66	595.00	(92.34)	595.00	92.34	84.48%
571005	DUPLICATING ALLOCATION	(268.40)	37.50	144.10	450.00	(305.90)	450.00	305.90	32.02%
571009	MIS PC GROUP ALLOCATION	685.02	481.25	5,978.77	5,775.00	203.77	5,775.00	(203.77)	103.53%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	(112.63)	201.08	2,099.25	2,413.00	(313.75)	2,413.00	313.75	87.00%
591519	OTHER INSURANCE	42.38	94.25	1,002.85	1,131.00	(128.15)	1,131.00	128.15	88.67%
592006	WRS INTEREST	-	-	12.51	-	12.51	-	(12.51)	#DIV/0!

Totals		32,791.55	34,987.00	375,687.68	419,844.00	(44,156.32)	419,844.00	44,156.32	89.48%
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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		(1,441.32)	750.00	(35,591.57)	9,000.00	(44,591.57)	9,000.00	44,591.57	

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	(3,691.12)	(3,691.08)	(44,293.00)	(44,293.00)	-	(44,293.00)	-	100.00%
474106	INTERGOVT SHARED SERVICES	(7,453.43)	(3,556.67)	(41,838.10)	(42,680.00)	841.90	(42,680.00)	(841.90)	98.03%
<b>Totals</b>		<b>(11,144.55)</b>	<b>(7,247.75)</b>	<b>(86,131.10)</b>	<b>(86,973.00)</b>	<b>841.90</b>	<b>(86,973.00)</b>	<b>(841.90)</b>	<b>99.03%</b>

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	3,316.47	4,656.50	49,595.50	55,878.00	(6,282.50)	55,878.00	6,282.50	88.76%
511310	WAGES-SICK LEAVE	-	-	1,309.25	-	1,309.25	-	(1,309.25)	#DIV/0!
511320	WAGES-VACATION PAY	706.23	-	2,187.15	-	2,187.15	-	(2,187.15)	#DIV/0!
511340	WAGES-HOLIDAY PAY	704.63	-	2,166.25	-	2,166.25	-	(2,166.25)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	81.72	-	968.15	-	968.15	-	(968.15)	#DIV/0!
512141	SOCIAL SECURITY	356.28	356.25	4,207.45	4,275.00	(67.55)	4,275.00	67.55	98.42%
512142	RETIREMENT (EMPLOYER)	323.98	307.33	3,717.55	3,688.00	29.55	3,688.00	(29.55)	100.80%
512144	HEALTH INSURANCE	1,601.87	1,439.42	17,334.57	17,273.00	61.57	17,273.00	(61.57)	100.36%
512145	LIFE INSURANCE	4.21	2.33	43.00	28.00	15.00	28.00	(15.00)	153.57%
512150	FSA CONTRIBUTION	-	20.83	250.00	250.00	-	250.00	-	100.00%
512173	DENTAL INSURANCE	(42.51)	90.00	938.21	1,080.00	(141.79)	1,080.00	141.79	86.87%
531312	OFFICE SUPPLIES	9.30	2.08	70.57	25.00	45.57	25.00	(45.57)	282.28%
531313	PRINTING & DUPLICATING	-	2.08	16.57	25.00	(8.43)	25.00	8.43	66.28%
531314	SMALL ITEMS OF EQUIPMENT	-	-	5.39	-	5.39	-	(5.39)	#DIV/0!
531320	SAFETY SUPPLIES	-	-	230.46	-	230.46	-	(230.46)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	300.00	(300.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	285.00	220.00	65.00	220.00	(65.00)	129.55%
532325	REGISTRATION	-	84.17	600.00	1,010.00	(410.00)	1,010.00	410.00	59.41%
532332	MILEAGE	-	6.25	77.58	75.00	2.58	75.00	(2.58)	103.44%
532335	MEALS	-	6.25	42.46	75.00	(32.54)	75.00	32.54	56.61%
532336	LODGING	-	13.67	118.00	164.00	(46.00)	164.00	46.00	71.95%
532350	TRAINING MATERIALS	-	312.50	1,325.87	3,750.00	(2,424.13)	3,750.00	2,424.13	35.36%
535242	MAINTAIN MACHINERY & EQUIP	-	-	100.23	-	100.23	-	(100.23)	#DIV/0!
571004	IP TELEPHONY ALLOCATION	(13.95)	16.50	167.55	198.00	(30.45)	198.00	30.45	84.62%
571005	DUPLICATING ALLOCATION	5.90	-	5.90	-	5.90	-	(5.90)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	113.71	80.25	996.46	963.00	33.46	963.00	(33.46)	103.47%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	(18.63)	33.50	349.87	402.00	(52.13)	402.00	52.13	87.03%
591519	OTHER INSURANCE	24.82	24.50	291.70	294.00	(2.30)	294.00	2.30	99.22%
594820	CAP OTHER	-	500.00	5,766.75	6,000.00	(233.25)	6,000.00	233.25	96.11%

Totals	7,174.03	7,997.75	93,632.71	95,973.00	(2,340.29)	95,973.00	2,340.29	97.56%
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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		(3,970.52)	750.00	7,501.61	9,000.00	(1,498.39)	9,000.00	1,498.39	

Human Resources  
41

Date Ran 3/15/2017  
Period 1  
Year 2017

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	(31,631.00)	(31,631.00)	(31,631.00)	(31,631.00)	-	(379,572.00)	(347,941.00)	8.33%
451002	PRIVATE PARTY PHOTOCOPY	(13.00)	(1.67)	(13.00)	(1.67)	(11.33)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	-	(1.67)	1.67	(20.00)	(20.00)	0.00%
<b>Totals</b>		<b>(31,644.00)</b>	<b>(31,634.33)</b>	<b>(31,644.00)</b>	<b>(31,634.33)</b>	<b>(9.67)</b>	<b>(379,612.00)</b>	<b>(347,968.00)</b>	<b>8.34%</b>

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	12,260.39	13,220.25	12,260.39	13,220.25	(959.86)	158,643.00	146,382.61	7.73%
511210	WAGES-REGULAR	3,620.14	3,106.42	3,620.14	3,106.42	513.72	37,277.00	33,656.86	9.71%
511310	WAGES-SICK LEAVE	186.84	-	186.84	-	186.84	-	(186.84)	#DIV/0!
511320	WAGES-VACATION PAY	366.56	-	366.56	-	366.56	-	(366.56)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	22.00	(22.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	967.94	-	967.94	-	967.94	-	(967.94)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	23.19	-	23.19	-	23.19	-	(23.19)	#DIV/0!
512141	SOCIAL SECURITY	1,266.67	1,235.08	1,266.67	1,235.08	31.59	14,821.00	13,554.33	8.55%
512142	RETIREMENT (EMPLOYER)	1,184.86	1,111.67	1,184.86	1,111.67	73.19	13,340.00	12,155.14	8.88%
512144	HEALTH INSURANCE	4,951.88	4,485.08	4,951.88	4,485.08	466.80	53,821.00	48,869.12	9.20%
512145	LIFE INSURANCE	3.46	3.92	3.46	3.92	(0.46)	47.00	43.54	7.36%
512150	FSA CONTRIBUTION	750.00	62.50	750.00	62.50	687.50	750.00	-	100.00%
512173	DENTAL INSURANCE	326.21	270.00	326.21	270.00	56.21	3,240.00	2,913.79	10.07%
521218	ARBITRATOR	800.00	66.67	800.00	66.67	733.33	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	3,180.92	1,045.00	3,180.92	(2,135.92)	38,171.00	37,126.00	2.74%
521225	SECTION 125	4,236.61	2,272.00	4,236.61	2,272.00	1,964.61	27,264.00	23,027.39	15.54%
521226	ERGONOMICS	-	20.83	-	20.83	(20.83)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	312.50	(312.50)	3,750.00	3,750.00	0.00%
521228	LABOR NEGOTIATIONS	117.50	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	36.50	83.33	36.50	83.33	(46.83)	1,000.00	963.50	3.65%
521296	COMPUTER SUPPORT	4,483.89	367.00	4,483.89	367.00	4,116.89	4,404.00	(79.89)	101.81%
531303	COMPUTER EQUIPMT & SOFTW	-	41.67	-	41.67	(41.67)	500.00	500.00	0.00%
531311	POSTAGE & BOX RENT	15.17	33.33	15.17	33.33	(18.16)	400.00	384.83	3.79%
531312	OFFICE SUPPLIES	49.33	60.83	49.33	60.83	(11.50)	730.00	680.67	6.76%
531313	PRINTING & DUPLICATING	57.64	83.33	57.64	83.33	(25.69)	1,000.00	942.36	5.76%
531323	SUBSCRIPTIONS-TAX & LAW	1,257.75	133.33	1,257.75	133.33	1,124.42	1,600.00	342.25	78.61%
531324	MEMBERSHIP DUES	394.17	50.83	394.17	50.83	343.34	610.00	215.83	64.62%
531357	EMPLOYEE RECOGNITION	35.04	500.00	35.04	500.00	(464.96)	6,000.00	5,964.96	0.58%

532325	REGISTRATION	175.00	110.83	175.00	110.83	64.17	1,330.00	1,155.00	13.16%
532332	MILEAGE	17.92	32.83	17.92	32.83	(14.91)	394.00	376.08	4.55%
532334	COMMERCIAL TRAVEL	-	37.50	-	37.50	(37.50)	450.00	450.00	0.00%
532335	MEALS	97.59	27.92	97.59	27.92	69.67	335.00	237.41	29.13%
532336	LODGING	453.00	200.50	453.00	200.50	252.50	2,406.00	1,953.00	18.83%
532339	OTHER TRAVEL & TOLLS	-	5.42	-	5.42	(5.42)	65.00	65.00	0.00%
532350	TRAINING MATERIALS	99.00	1,833.33	99.00	1,833.33	(1,734.33)	22,000.00	21,901.00	0.45%
533225	TELEPHONE & FAX	7.86	4.17	7.86	4.17	3.69	50.00	42.14	15.72%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	34.25	34.25	-	411.00	376.75	8.33%
571005	DUPLICATING ALLOCATION	19.42	19.42	19.42	19.42	0.00	233.00	213.58	8.33%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	492.67	492.67	0.00	5,912.00	5,419.33	8.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	244.83	244.83	(0.00)	2,938.00	2,693.17	8.33%
591519	OTHER INSURANCE	69.24	89.25	69.24	89.25	(20.01)	1,071.00	1,001.76	6.46%

Totals		40,147.52	33,856.42	40,147.52	33,856.42	6,291.10	406,277.00	366,129.48	9.88%
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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		8,503.52	2,222.08	8,503.52	2,222.08	6,281.44	26,665.00	18,161.48	

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	(3,881.75)	(3,881.75)	(3,881.75)	(3,881.75)	-	(46,581.00)	(42,699.25)	8.33%
474106	INTERGOVT SHARED SERVICES	-	(3,585.50)	-	(3,585.50)	3,585.50	(43,026.00)	(43,026.00)	0.00%
<b>Totals</b>		<b>(3,881.75)</b>	<b>(7,467.25)</b>	<b>(3,881.75)</b>	<b>(7,467.25)</b>	<b>3,585.50</b>	<b>(89,607.00)</b>	<b>(85,725.25)</b>	<b>4.33%</b>

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	4,349.24	4,780.58	4,349.24	4,780.58	(431.34)	57,367.00	53,017.76	7.58%
511310	WAGES-SICK LEAVE	137.20	-	137.20	-	137.20	-	(137.20)	#DIV/0!
511320	WAGES-VACATION PAY	150.92	-	150.92	-	150.92	-	(150.92)	#DIV/0!
511340	WAGES-HOLIDAY PAY	198.94	-	198.94	-	198.94	-	(198.94)	#DIV/0!
512141	SOCIAL SECURITY	356.47	365.75	356.47	365.75	(9.28)	4,389.00	4,032.53	8.12%
512142	RETIREMENT (EMPLOYER)	328.84	325.08	328.84	325.08	3.76	3,901.00	3,572.16	8.43%
512144	HEALTH INSURANCE	1,540.59	1,398.58	1,540.59	1,398.58	142.01	16,783.00	15,242.41	9.18%
512145	LIFE INSURANCE	4.21	2.33	4.21	2.33	1.88	28.00	23.79	15.04%
512150	FSA CONTRIBUTION	250.00	20.83	250.00	20.83	229.17	250.00	-	100.00%
512173	DENTAL INSURANCE	108.28	90.00	108.28	90.00	18.28	1,080.00	971.72	10.03%
531303	COMPUTER EQUIPMT & SOFTW/	-	83.33	-	83.33	(83.33)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	14.67	4.17	14.67	4.17	10.50	50.00	35.33	29.34%
531313	PRINTING & DUPLICATING	-	2.08	-	2.08	(2.08)	25.00	25.00	0.00%
531320	SAFETY SUPPLIES	-	12.50	-	12.50	(12.50)	150.00	150.00	0.00%
531322	SUBSCRIPTIONS	558.34	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	210.00	29.17	210.00	29.17	180.83	350.00	140.00	60.00%
532325	REGISTRATION	100.00	84.17	100.00	84.17	15.83	1,010.00	910.00	9.90%
532332	MILEAGE	-	6.25	-	6.25	(6.25)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	6.25	(6.25)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	13.67	(13.67)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	83.33	(83.33)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	11.42	11.42	0.00	137.00	125.58	8.34%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	82.08	82.08	(0.00)	985.00	902.92	8.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	40.83	40.83	(0.00)	490.00	449.17	8.33%
591519	OTHER INSURANCE	20.25	24.83	20.25	24.83	(4.58)	298.00	277.75	6.80%
<b>Totals</b>		<b>8,462.28</b>	<b>7,467.25</b>	<b>8,462.28</b>	<b>7,467.25</b>	<b>995.03</b>	<b>89,607.00</b>	<b>81,144.72</b>	<b>9.44%</b>

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!
<b>Totals</b>		-	-	-	-	-	-	-	#DIV/0!
<b>Total Business Unit</b>		4,580.53	(0.00)	4,580.53	(0.00)	4,580.53	-	(4,580.53)	





**JEFFERSON COUNTY  
HUMAN RESOURCES**  
Courthouse  
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 Specialist

**KIM EGGERS**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
January, 2017**

Issues/Items for January, 2017:

- Personnel issues:
  - 6 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
    - 2 counselling
    - 1 verbal warning
    - 1 written warning
    - 1 Performance Improvement Plan
    - 0 suspensions
    - 0 voluntary resignation
    - 0 terminations of employment
    - 0 investigations on-going
  - 0 computer/phone record searches
  - 0 employee privacy complaint investigation
  - 1 new employee health-related concerns
  - 1 employee accommodation, not Leave of Absence
  - 0 extensions of leave of absences, 0 as accommodations
  - 4 on-going Worker's compensation claims
  - 2 individual employee EAP referrals, 1 work-related and 1 personal
- Trainings
  - Attended mandatory meeting regarding Experience Works to SER Jobs transition in Watertown, January 13, 2017
  - Attended WPELRA (Wisconsin Public Employer Labor Relations Association) conference in Appleton, January 26 – 27, 2017. Benefits Administrator and Corporation Counsel also participated.
- Recruitment and Retention
  - Recruited for **7** positions and received/reviewed **148** applications
  - Processed **20** new hires/transfers and 0 promotions and **1** interim promotion. **9** of the new hires were committee members
  - Processed **6** employee separations/seasonal layoffs
  - Processed **2** status changes

- Completed and/or reviewed **20** reference checks, **6** education checks, **3** caregiver background checks and **3** criminal record checks on **6** candidates, of which **5** applicants were extended an offer and **1** is pending. **5** applicants accepted and **0** applicants declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations
  - Monitored **49** active approved FMLA requests. All FMLA are closed January 1 and need recertifications.
  - Received **12** First Report of Injuries, of which **6** were reportable
  - Accommodated **2** new disability requests
  - 0 bullying/hostile work environment investigation
  - 0 HIPAA violation investigation
  - 1 FMLA violation investigation
  - 1 retaliation violation investigation
  - Participated in a HIPAA workshop
  - 1 Unemployment Appeal
- Safety
  - Completed Space Heater inventory at the Courthouse and Sheriff's department, locating over 48 heaters.
  - Completed an ergonomic evaluation in a Courthouse department
  - Distributed monthly "Electrical Safety" toolbox
  - Updated Lock out/Tag Out at Highway department
- Miscellaneous
  - Considered 3 work-from-home requests, 1 as an accommodation
  - Completed new workers compensation form for employees to complete
  - Coordinated with Administration an appreciation program, beginning with birthday and anniversary recognitions
  - Responded to **1** Open Records requests
  - Completed/updated **5** job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Implemented and validated the .75% pay increase for over 400 employees and a 1.0% increase for law enforcement, including reclassification changes
  - Calculated and approved 2,224.75 hours of vacation carry over, with 437.75 hours forfeited and 23.75 hours of holiday.

Action Items for February, 2017:

- Complete 10 job descriptions
- Participate in ERP training discussions
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse

- Make a recommendation regarding a Mass Alert notification system
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks and Highway
- Implement initial step in Appreciation program
- Assist with CJCC/Court Treatment Coordinator recruitment/selection
- Initiate an Independent contractor Audit
- Complete HIPAA review

Respectfully Submitted,

A handwritten signature in cursive script that reads "Terri M Palm".

Terri M Palm  
Human Resources Director



**JEFFERSON COUNTY  
HUMAN RESOURCES**  
Courthouse  
311 S. Center Ave. - Room 111  
JEFFERSON, WISCONSIN 53549  
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**TERRI PALM KOSTROSKI**  
Director - Human Resources

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Specialist

**KIM EGGERS**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
February, 2017**

Issues/Items for February, 2017:

- Personnel issues:
  - 5 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counselling
    - 1 verbal warning
    - 0 written warning
    - 0 Performance Improvement Plan
    - 0 suspensions
    - 0 voluntary resignation
    - 0 terminations of employment
    - 3 investigations on-going
  - 0 computer/phone record searches
  - 0 employee privacy complaint investigation
  - 1 new employee health-related concerns
  - 1 employee accommodation, not Leave of Absence
  - 0 extensions of leave of absences, 0 as accommodations
  - 0 individual employee EAP referrals, 0 work-related and 0 personal
- Benefits:
  - Following update/proposed changes from Department of Employee Trust Fund with health insurance plan, including elimination of plans, regionalization and self-funding
  - Provided communication to employees and surrounding municipalities, summarizing events to-date
  - Coordinated employee meetings on February 15, 2017, with Wisconsin Deferred Compensation
- Professional Development/Trainings:
  - Met with two focus groups on February 1 to discuss Professional Development survey recommendations and obtain feedback to move forward
  - Attended "Managing Multi-Generational Teams" in Stevens Point on February 20, 2017, sponsored by WCA. Topic was one of interest through Professional Development feedback
  - Attended "Effective Interviewing and Selection" webinar on February 22, 2017, hosted by NPELRA. Attended by 10 other county staff with roundtable discussion following
  - Attended MSHA/OSHA 8-hour refresher training in Madison on February 24, 2017

- Recruitment and Retention:
  - Recruited for **5** positions and received/reviewed **34** applications
  - Processed **14** new hires/transfers and 0 promotions and **0** interim promotion. **8** of the new hires were committee members
  - Processed **1** employee separations/seasonal layoffs
  - Processed **0** status changes
  - Completed and/or reviewed **24** reference checks, **7** education checks, **6** caregiver background checks and **2** criminal record checks on **8** candidates, of which **7** applicants were extended an offer and **1** is pending. **5** applicants accepted and **1** applicants declined.
  - Reviewed CJCC/Court Treatment Coordinator applications and assisted in the hiring process
  - Coordinated recruitment for Finance Director position
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored **73** active FMLA requests, both new and on-going
  - Received **2** First Report of Injuries, of which **1** was reportable
  - Contracted with outside counsel and met February 8 to discuss identified positions to determine Independent Contractor status verses Employee status as it pertains to FLSA, Worker's Compensation and Unemployment
  - Accommodated 1 new disability requests
  - 0 bullying/hostile work environment investigation
  - 0 HIPAA violation investigation
  - 0 FMLA violation investigation
  - 0 retaliation violation investigation
  - 0 Unemployment Appeal
  - Continue to monitor 4 on-going Worker's compensation claims
  - Continue to monitor and provide input to 2 ongoing grievance arbitrations
  
- Safety:
  - Completed an "Ergonomic Assessment" toolbox training
  - Completed Job Hazard Assessments with custodial staff at Human Services and Central Services
  - Attended safety committee meeting at Human Services and Highway departments
  - In process of completing Emergency maps for Highway
  - In process of completing lock out/tag out training/testing for Parks and Highway departments
  
- Employee Recognition and Appreciation:
  - Distributed 45 birthday cupcakes for birthdays in January and 39 cupcakes for birthdays in February
  - Distributed 37 Years of Service Thank you cards and gifts/gift options for the months of January – March, 2017
  
- Miscellaneous:
  - Employee Assistance/LifeMatters utilization report shows an annual utilization of 3.6%
  - Responded to **1** Open Records requests
  - Completed/updated **2** job descriptions, working toward the goal of completing job descriptions for over 200 positions

Action Items for March, 2017:

- Complete 10 job descriptions
- Participate in ERP training discussions
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Make a recommendation regarding a Mass Alert notification system
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks and Highway
- Complete HIPAA review
- Schedule an ETF Wisconsin Retirement meeting in Jefferson County
- Complete Section 111 Mandatory reporting
- Conduct 'brown bag' meetings with employees providing an update on health insurance discussions
- Develop a mini benchmark salary survey, collecting data from comparable counties
- Complete an Employee Appreciation event on March 3

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
March 21, 2017**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- January, 2017, report included
- February, 2017, report included

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since the January 23, 2017 Human Resources Committee meeting:

**Clerk of Courts**

- Deputy Court Clerk I/II x 3 positions

**Fair Park**

- 1000 – hour Fair Park Worker x 2 positions
- Pool Laborers in lieu of Caretaker positions

**Finance**

- Finance Director

**Human Services**

- ADRC Paraprofessional
- HSPI/AODA Assessor/Counselor
- Intake/Oncall Worker

**Parks**

- 1000 – hour Park Worker
- Summer Worker

**Sheriff's Office**

- Deputy – Part-time

**UW Extension**

- 4-H Summer Intern

**Positions not authorized to fill:** None

**EMERGENCY HELP REQUESTS:** There were no new emergency help requests were received since the January 23, 2017 Human Resources Committee meeting.

**LEAVE OF ABSENCE (LOA) APPROVALS:** There was one Leave of Absence or extension of Leave of Absence requests received that was outside of FMLA, approved for 3 days.

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

- Three Comprehensive Community Services Facilitators received additional steps (to step 5) in recognition of obtaining licensure and required hours of service, allowing the individual to bill for services.
- New Administrative Services Division Manager started January 30, 2017, at step 8 of current applicable pay grade and an extra week of vacation.
- Step increase provided to the Medical Examiner upon anniversary date, prior to reaching the 2080 hours.
- Promotion of an Economic Support II to Economic Support Lead provided extra step over the scheduled \$.02 raise.
- Increase of hours, from 15/wk to 19/wk, approved for part-time Administrative Assistant in FCC.
- Designation of Interim Finance Director in accordance with Personnel Ordinance HR0325.

**RECLASSIFICATION AND NEW HIRE PROCESS:** See memorandums.

Respectively submitted,



Terri M Palm  
Human Resources Director



## JEFFERSON COUNTY HUMAN RESOURCES

Courthouse  
311 S Center Ave - Room 111  
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Telephone (920) 674-7102  
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TERRI PALM KOSTROSKI  
Human Resources Director

KAREN MUNDT  
Benefits Administrator

CASEY RADTKE  
Human Resources Specialist

KIM EGGERS  
Safety Coordinator

**DATE:** March 20, 2017  
**TO:** Jefferson County Employees  
**FROM:** Terri M Palm  
Human Resources Director  
**RE:** 2018 Budget Reclassification Review Process

The Personnel Ordinance provides an opportunity for most employees to request a review of a job classification. We will continue to use the following procedure to process any reclassification requests for review for 2017 budget requests:

1. An employee who feels his/her position has *changed significantly in the last 12 months*, may make a written request for a review to their Department Head by **Friday, March 31, 2017**. **Examples of changes of significance include an increase (or decrease) of non-routine decision making or judgments that have a considerable consequence if an error is made, additional (or fewer) requirement of licensing or certification that would render you ineligible for the position if you do not possess such license, added (removed) supervisory responsibilities. Examples that typically are NOT considered significant change include an increase (decrease) of workload of same or similar duties, learning a change to a regulation, or a new regulation, a change of how a function is completed.**
2. A list of names that the **department head agree have changed substantially** must be submitted by the department head, in writing, to Human Resources, Courthouse Room 111, by **Tuesday, April 4, 2017**. **Although positions that have not changed significantly are not eligible for the reclassification process, minor changes to job descriptions may be appropriate and can be completed without a reclassification submission.**
3. The Job Description Questionnaire (JDQ), as well as supplemental material that may be helpful to complete the JDQ, will be distributed by **Friday, April 7, 2017**. **IF YOU DO NOT HAVE A COUNTY OR STATE EMAIL, A HARD COPY WILL BE INTEROFFICED TO YOUR DEPARTMENT. ALL OTHER REQUESTS WILL RECEIVE AN ELECTRONIC COPY OF THE NECESSARY INFORMATION.**
4. Employees will have until **Tuesday, April 18, 2017**, to complete the JDQ and turn the JDQ and all supplemental material **into your department head**. The employee should indicate any essential duty that is new and include who previously performed that function. Responses not indicating which essential duties are new or substantially changed may be returned for completion, which



may delay your results. Employees will be given a **maximum of four hours to complete the JDQ during normal working hours.**

5. Department heads should review the information, make comments substantiating or disputing, and review these comments with the employee, allowing the employee to respond with a written statement. Please return ALL original documentation, **including the new JDQ, supplemental material, and all written comments and statements,** to the Human Resources Department, room 111, no later than Friday, April 21, 2017. (If desired, the employee may make a copy for his/her records.)
6. Human Resources will review and make any additional comments, which will be shared with the employee and department head. **If it is determined that significant changes have occurred,** all information will be forwarded to the agreed upon vendor by **Monday, May 1, 2017.**
7. The agreed upon vendor will have 30 days to review the requests and make a written recommendation to the County, no later than **Thursday, June 1, 2017.** If 30 days is not sufficient, employees will be notified.
8. Within one week upon receiving the recommendations, results will be shared with the department heads and employees requesting the reclassification. If the written explanation from the vendor is not sufficient or clear, the Human Resources Director will act as the liaison to acquire further information to obtain an understandable reason for the decision. This is not an appeal to the results, but rather gathering of more information to clarify the results.
9. Please contact Human Resources at X7103, if you wish to meet with someone to provide you direction in completing the JDQ. Written instruction is also provided on the following pages.

**IN SUMMARY, DEADLINE DATES TO BE CONSIDERED FOR 2018  
RECLASSIFICATIONS ARE:**

- March 31** – Written request to your Department Head
- April 4** – A written list of names/positions that the Department Head **agree have significantly** changed are due to Human Resources FROM the department head.
- April 7** – Material needed to complete the Reclassification will be sent to employees
- April 18** – ALL information provided to employees, along with the completed questionnaire form, are due to your Department Head. **Reclassification requests will be considered incomplete if information is missing.**
- April 21** – Department heads Written Comments must accompany the questionnaire form and ALL material should be submitted to Human Resources
- May 1** – Human Resources will review and forward to the agreed upon vendor if it is determined that significant changes have occurred
- June 1** – Results from the vendor are due
- June 8** – Results will be shared with department heads and employees

**GUIDE TO COMPLETION OF THE CARLSON DETTMANN ASSOCIATES JOB DESCRIPTION QUESTIONNAIRE**

The Job Description Questionnaire examples presented here may assist you in describing your present position in terms of duties, responsibilities and other requirements which will provide a basis for objective position evaluation.

Complete the Questionnaire as carefully and thoroughly as possible. Describe your position as it is now.

Any questions that arise should be discussed with your supervisor.

Return the completed Questionnaire to your supervisor for review. **Supervisors should make their comments in a different colored ink than the employer used.**

**I. POSITION SUMMARY**

This section should contain a brief statement (no more than two sentences) indicating the reason for the existence of your position. This should be the major end result your position exists to achieve--the why, not the how. For example:

"To provide secretarial and clerical support to the Director of General Accounting."

"To operate the DP mainframe and peripheral equipment in the main office."

**II. ESSENTIAL ACCOUNTABILITIES**

In this section you should list the major segments--or functions--of your position. Think through all the things you do. Organize the various duties and activities into major groupings that serve important purposes or that take major portions of your time. Show the approximate percentage of time that you do these activities; the total percentage does not have to equal 100%, but it should be reasonably close. These groupings are the Essential Accountabilities.

Then, show the way in which your performance of each function could be measured. For example:

**DEPARTMENTAL SECRETARY**

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
35%	Prepare typed communications for department to transmit information to others	Documents are typed accurately and are completed in a timely manner. Finished work is neat with appropriate formatting.

**DIRECTOR**

% of Time Spent	ESSENTIAL ACCOUNTABILITIES	HOW OUTCOMES COULD BE MEASURED
50%	Monitor and direct staff activity to achieve the goals of the department	Schedules are timely and complete. Employees are aware of department expectations. Employee performance improves.

## PREPARATION / EXPERIENCE

Summarize the formal education and experience and training required to perform in your position. For example:

"Two year technical degree in Secretarial Science, plus three to six months on-the-job experience."

"Graduation from a 4-year college program in business or public administration, and six years public management experience."

## IV. JUDGMENTS MADE

This section is intended to give a sense of your position's freedom to take action as reflected by the supervision you receive and the procedures under which you act. Indicate other department(s) affected. Examples follow:

EXAMPLE OF JUDGMENTS	WHO, IF ANYONE, REVIEWS THESE JUDGMENTS	WHAT IS THE IMPACT OF THESE JUDGMENTS
Clarify and record expenditures by account code	Immediate Supervisor audits coding - must adhere to std. Procedures.	All departments that are recognized cost centers
Determine building maintenance schedule	Facilities Manager and Plant Manager	Varies - could be anyone on schedule using physical facilities

## V. PROBLEM SOLVING

Please identify the typical types of problems you solve on a regular basis and the major challenges you face in performing your job. Also include information on who else may be involved in helping with problem resolution.

Note the elements that apply in your position. For example:

"Must frequently deal with complaining customers."

"Arranging my work schedule so as to accomplish everything required of me on my shift."

"Effectively responding to student complaints, either in person or by directing them to the appropriate resource."

"Determining appropriate data processing applications needed to provide required information to end users."

## VI. WORK RELATIONSHIPS

This section asks you to list frequent or major contacts. For example:

TYPICAL WORK RELATIONSHIPS	PURPOSE OF THE RELATIONSHIP
<u>Outside contacts:</u> Vendors	To secure materials which meet department specifications at favorable costs
<u>Internal contacts:</u> Employees responsible for Quality Assurance	To resolve quality problems associated with finished goods inventory

## **VII. WORK ENVIRONMENT**

Please identify what, if any, unpleasant working conditions you encounter in your position, such as excess heat, noise, etc. Indicate the percentage of your working time each condition is encountered. Also, clarify the details of each condition experienced. For example:

Temperature extremes: 50% Exposure to high temperatures in kitchen"

Describe any unusual physical work aspects of your job such as "must climb a ladder several times a day". Specify lifting requirements and frequencies.

## **VIII. SUPERVISION / MANAGEMENT**

This provides some measure of the scope of your task in supervising the work of others. List the number and position titles of employees you provide direction to, lead or supervise. Also check the specific boxes to indicate your specific responsibilities in this area.

This is intended to serve as an indicator of the scope of your position as it relates to assets, facilities, equipment or funds for which you have some form of responsibility. For example:

"Responsible for monthly bank account balancing"

"Responsible for opening the office and daily mail delivery"

List equipment and/or tools used in your position and the frequency of their use. For example:

"Word-processor - continuously"

"Electric drill - frequently"

"Dump truck - 30% of time"

## **IX. UNUSUAL / UNIQUE MENTAL REQUIREMENTS**

State any unusual or unique mental requirements of your job. For example:

"My Supervisor travels frequently and I am asked to sit in on his/her meetings."

"I frequently deal with angry customers and it is sometimes difficult to handle the stress associated with this type of situation."

## **X. ADDITIONAL DATA / NOTABLE INFORMATION**

This section provides you the opportunity to comment on any significant aspects of your position not described elsewhere in the questionnaire. Examples would include special assignments, committees and membership in outside organizations required by your position, geographic areas covered, guidance provided to other departments, or anything else you believe may be significant.



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CASEY RADTKE  
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KIM EGGERS  
Safety Coordinator

**DATE:** March 20, 2017  
**TO:** Department Heads  
**FROM:** Terri M Palm  
**RE:** 2018 Additional Personnel Requests

In accordance with Personnel ordinance HR0240, Establishing Positions, requests for additional personnel should be reviewed with the department's parent committee and submitted in writing to the Human Resources Director by June 1 of each year. However, many departments will begin preparation efforts for the 2017 budget process within the next month. This includes wages and benefits of staff, which is a significant portion of everyone's budget and requires more advanced attention to detail and planning. Therefore, please submit initial new position, elimination of position and status change (increase/decrease of hours) requests in writing by completing the "New Position Cover Form" on <https://jeffersonco.seamlessdocs.com/f/staffingchange> by **Friday, April 7, 2017**. **If the request is for a new position for which no current job description exists, a Job Description Questionnaire (JDQ) will also need to be completed and returned to Human Resources by Friday, April 21, 2017.**

Also, as the County continues to work on anticipating budgetary needs on a 5-year plan, it would be helpful if you would talk to your managers and/or supervisors and indicate on the form any staffing additions or reductions you foresee in the next few years.

Department Heads are reminded that any additional personnel requests that result in an increased tax levy cost in the 2018 Budget may require a corresponding reduction to other accounts (including Personal Services) within that Department's budget. Consideration may be given to those requests having an offsetting revenue or expenditure reduction that will continue for the duration of the position. Department Heads will need to show that they have exhausted all available means of maintaining current operations with existing staffing levels and that any additional staffing for workload changes or new programs is absolutely necessary.

Thank you.