

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

Tuesday, April 18, 2017 @ 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 March 21, 2017 minutes
7. Communications
 - a. Retirement Recognitions for January – March, 2017
8. Discussion and possible action to approve Plan changes to the County's voluntary Group Long Term Disability Insurance
9. Discussion and possible action to approve hiring an applicant having less than the appropriate qualifications at a lower pay grade for the full-time Network Specialist position, per HR0270, Qualifications of Employees
10. Discussion and possible action to increase seasonal and unclassified position rates for 2017
11. Discussion and possible action to establish seasonal and unclassified position rates for 2018
12. 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.*
13. Reconvene into open session for action regarding items discussed in closed session
 - a. Employee Discipline
14. Review of February, 2017, Monthly Financial Report for Human Resources and Safety
15. Report from Human Resources Director:
 - a. March, 2017, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
 - f. Reclassification and New Hire process
16. Set next meeting date and agenda items
17. Adjournment

Next scheduled meeting: Tuesday, May 16, 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.

Name	Department	Job Title	Years	Months
Barbara (Barb) Mottl	Human Services	IT Specialist	31.00	11.00
Groshek, Leon	JCSO	Sergeant - Patrol	30.00	0.00
Marino, Karen	Human Services	Psychotherapist	25.00	11.00
Daniel, Joan	Human Services	Administrative Services Manager	7.00	2.00
			0.00	0.00
			93.00	24.00
			0.00	0.00



JEFFERSON COUNTY HUMAN RESOURCES

Courthouse
311 South Central Ave - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Human Resources Director

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

KIM EGGERS
Safety Coordinator

TO: Human Resources Committee

FROM: Terri Palm, Human Resources

RE: Plan Changes to Group Long Term Disability Insurance

DATE: April 11, 2017

Jefferson County's voluntary Group Long Term Disability Insurance is administered by National Insurance. This voluntary benefit was first offered to employees January, 2002. Over the last 15 years, the County has made several changes to other benefit plan designs, including the reduction of a waiting period from 6 months to 30 days. However, the waiting time for an employee to be eligible for the LTD insurance remains to be 6 months. In addition, if an employee is on a paid or unpaid leave of absence not covered by the FMLA, the employee loses coverage.

At the time the County received the renewal rates, effective March 1, 2017, the County's Benefits Administrator reviewed the existing policy language. The issue of the 6-month waiting time and coverage for only a 30-day LOA was discussed. It was determined that changing either or both of these stipulations would not affect the proposed rates. Also, as this is a voluntary plan, there is no fiscal impact to the County other than the administration of the plan.

Therefore, I am recommending a plan design change to the County's voluntary Group Long Term Disability Insurance, effective March 1, 2017, as follows:

- ✓ Remove the 30 days while on unpaid leave of absence language and replace this with 1 year paid/unpaid leave of absence language
- ✓ Change the Waiting Period from 6-months to "30 days"
- ✓ Employees hired prior to 3/1/2017 will be subject to the 6 month waiting period.
- ✓ Employees hired on or after 3/1/17 will be subject to the new waiting period – 1st of the month following 30 days.

Due to the timing of receiving a confirmation of 'no rate change' for employees and the timing of when the next Human Resources Committee meeting was schedule, the April 18, 2017, is the first meeting that this could be addressed.



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TO: Human Resources Committee

FROM: Terri Palm, Human Resources

RE: Approval to Hire an Applicant with Less than Appropriate Qualifications and at a Lesser Pay Grade for the Network Specialist Position at MIS

DATE: April 13, 2017

Recruitment for a Network Specialist position at Jefferson County has been and continues to be a challenge.

- In April, 2016, the County did two recruitment efforts, as well as utilized as Temp agency in a search, for a Network Specialist. The County received 6 applications through a total of 30-day recruitment. Of the 6 applications received, only 2 were minimally qualified and 1 was well qualified for the position. The other 3 applicants did not meet minimum qualifications. The County successful hired the well-qualified candidate, who resigned his position due to personal reasons in September, 2016.
- In September, 2016, the County attempted to utilize two temp agencies to find a qualified candidate. Over the course of 30 days, the County screened and interviewed two individuals. Due to salary and commute time, a qualified candidate turned the placement down. The County contracted with one of the agencies for an individual with less than desired qualifications. This individual has been assisting the MIS department since December, 2016.
- The contract with the temp agency is nearing an end. The individual has successfully been performing the lower classification duties of a Microcomputer Specialist, as assigned.

Due to the difficulty in recruiting, and the need to complete projects throughout the County, the County Administrator and Human Resources Director, are respectively asking approval to fill the Network Specialist position with as a temp-to-hire, with an applicant with less than appropriate qualifications and at a less pay grade, per HR0270, Qualifications of Employees. The specific language is as follows:

HR0270

QUALIFICATIONS OF EMPLOYEES.

- A. Officers and employees holding positions upon the taking effect of this ordinance are deemed to be qualified for the positions to which they are assigned, subject to the right of the County Administrator or the Board of Supervisors to dismiss any employee in accordance with law.
- B. Persons hereafter employed in or appointed to any position requiring full-time or part-time service and which position is included in the classification plan and for which a class description exists establishing appropriate qualifications should possess substantially the qualifications of education and experience prescribed for that class; provided, however, that if fully qualified persons cannot be recruited, the Human Resources Committee, upon recommendation of the County Administrator or Human Resources Director, may authorize the appointment of persons having less than the appropriate qualifications (see HR0220). [am. 3/13/12, ord. 2011-31]
- C. In the event the County has a current classification in a lower pay grade that matches the person's qualifications, the person shall be employed in that classification, notwithstanding positions in the current budget. [cr. 2007-15, 07/10/07]

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

~~May~~January 2017 – December 2017

Seasonal Workers: Fair, Highway and Parks	\$11.00 <u>\$8.75</u> starting with \$.25/year returning with a maximum at \$12.00 <u>\$9.75</u> (less than 6 months with a complete 6 month break before return)
1000-hour Workers	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
<u>1000 hour Parks/Fair Maintenance I</u>	<u>\$13.69, increases based on COLA</u>
<u>Dog Park Attendant</u>	<u>\$13.00 starting with \$.25/year returning with a maximum of \$14.00</u>
Fair week: Laborers and general office	\$10.00 <u>\$8.75</u> starting with \$.25/year returning with a maximum at \$11.00 <u>\$9.75</u>
Fair week Financial staff	\$11. 500 <u>500</u> starting with \$.25/year returning with a maximum at \$12.50 <u>\$14.75</u>
Fair week Financial <u>Coordinator-Lead</u> <u>Accounting Assistant I</u>	<u>\$13.69, increases based on COLA</u> \$12.00 starting with \$.25/year returning with a maximum at \$13.00
Interns/Co-op students	\$8.75-\$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
ME Investigators, Part-time	\$14.00 starting with \$.25/year returning with a maximum at \$15.00
<u>Highway Worker Pool</u>	<u>\$17.49. Classified position</u>
Emergency Help	varies as determined by County Administrator or designee

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2018 – December 2018

Seasonal Workers: Fair, Highway and Parks (less than 6 months with a complete 6 month break before return)	\$11.00 starting with \$.25/year returning with a maximum at \$12.00
1000 hour Parks/Fair Maintenance I	\$13.69, increases based on COLA-may be successfully reclassified to Grade 2
*Dog Park Attendant reclassification for 2018 into a classified position	\$13.00 starting with \$.25/year returning with a maximum of \$14.00, pending
Fair week: Laborers and general office	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
Fair week Financial staff	\$11.50 starting with \$.25/year returning with a maximum at \$12.50
*Fair week Financial Coordinator (classified) Accounting Assistant I	\$13.69, increases based on COLA
Interns/Co-op students	\$8.75-\$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
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*Highway Worker Pool	\$17.49. Classified position
Emergency Help	varies as determined by County Administrator or designee

*Note – Any position successfully reclassified into a classified position, would fall under pay progression as other classified positions

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)	(63,262.00)	(63,262.00)	-	(379,572.00)	(316,310.00)	16.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(3.33)	(9.67)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	-	(3.33)	3.33	(20.00)	(20.00)	0.00%
Totals		(31,631.00)	(31,634.33)	(63,275.00)	(63,268.67)	(6.33)	(379,612.00)	(316,337.00)	16.67%

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	11,890.84	13,220.25	24,151.23	26,440.50	(2,289.27)	158,643.00	134,491.77	15.22%
511210	WAGES-REGULAR	3,488.81	3,106.42	7,108.95	6,212.83	896.12	37,277.00	30,168.05	19.07%
511310	WAGES-SICK LEAVE	394.23	-	581.07	-	581.07	-	(581.07)	#DIV/0!
511320	WAGES-VACATION PAY	11.42	-	377.98	-	377.98	-	(377.98)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	44.00	(44.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	88.72	-	1,056.66	-	1,056.66	-	(1,056.66)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	228.65	-	251.84	-	251.84	-	(251.84)	#DIV/0!
512141	SOCIAL SECURITY	1,171.19	1,235.08	2,437.86	2,470.17	(32.31)	14,821.00	12,383.14	16.45%
512142	RETIREMENT (EMPLOYER)	1,095.00	1,111.67	2,279.86	2,223.33	56.53	13,340.00	11,060.14	17.09%
512144	HEALTH INSURANCE	4,520.11	4,485.08	9,471.99	8,970.17	501.82	53,821.00	44,349.01	17.60%
512145	LIFE INSURANCE	3.46	3.92	6.92	7.83	(0.91)	47.00	40.08	14.72%
512150	FSA CONTRIBUTION	-	62.50	750.00	125.00	625.00	750.00	-	100.00%
512173	DENTAL INSURANCE	274.21	270.00	600.42	540.00	60.42	3,240.00	2,639.58	18.53%
521218	ARBITRATOR	-	66.67	800.00	133.33	666.67	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	3,180.92	2,090.00	6,361.83	(4,271.83)	38,171.00	36,081.00	5.48%
521225	SECTION 125	3,022.70	2,272.00	7,259.31	4,544.00	2,715.31	27,264.00	20,004.69	26.63%
521226	ERGONOMICS	-	20.83	-	41.67	(41.67)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	625.00	(625.00)	3,750.00	3,750.00	0.00%
521228	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	52.50	83.33	89.00	166.67	(77.67)	1,000.00	911.00	8.90%
521296	COMPUTER SUPPORT	-	367.00	4,483.89	734.00	3,749.89	4,404.00	(79.89)	101.81%
531298	UNITED PARCEL SERVICE UPS	4.03	-	4.03	-	4.03	-	(4.03)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW.	-	41.67	-	83.33	(83.33)	500.00	500.00	0.00%
531311	POSTAGE & BOX RENT	20.21	33.33	35.38	66.67	(31.29)	400.00	364.62	8.85%
531312	OFFICE SUPPLIES	20.11	60.83	69.44	121.67	(52.23)	730.00	660.56	9.51%
531313	PRINTING & DUPLICATING	152.54	83.33	210.18	166.67	43.51	1,000.00	789.82	21.02%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	1,257.75	266.67	991.08	1,600.00	342.25	78.61%
531324	MEMBERSHIP DUES	-	50.83	394.17	101.67	292.50	610.00	215.83	64.62%
531351	GAS/DIESEL	31.38	-	31.38	-	31.38	-	(31.38)	#DIV/0!
531357	EMPLOYEE RECOGNITION	755.24	500.00	790.28	1,000.00	(209.72)	6,000.00	5,209.72	13.17%

532325	REGISTRATION	10.00	110.83	185.00	221.67	(36.67)	1,330.00	1,145.00	13.91%
532332	MILEAGE	-	32.83	17.92	65.67	(47.75)	394.00	376.08	4.55%
532334	COMMERCIAL TRAVEL	442.60	37.50	442.60	75.00	367.60	450.00	7.40	98.36%
532335	MEALS	(17.52)	27.92	80.07	55.83	24.24	335.00	254.93	23.90%
532336	LODGING	-	200.50	453.00	401.00	52.00	2,406.00	1,953.00	18.83%
532339	OTHER TRAVEL & TOLLS	-	5.42	-	10.83	(10.83)	65.00	65.00	0.00%
532350	TRAINING MATERIALS	278.00	1,833.33	377.00	3,666.67	(3,289.67)	22,000.00	21,623.00	1.71%
533225	TELEPHONE & FAX	3.94	4.17	11.80	8.33	3.47	50.00	38.20	23.60%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	68.50	68.50	-	411.00	342.50	16.67%
571005	DUPLICATING ALLOCATION	19.42	19.42	38.84	38.83	0.01	233.00	194.16	16.67%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	985.34	985.33	0.01	5,912.00	4,926.66	16.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	489.66	489.67	(0.01)	2,938.00	2,448.34	16.67%
591519	OTHER INSURANCE	69.24	89.25	138.48	178.50	(40.02)	1,071.00	932.52	12.93%

Totals	29,847.78	33,856.42	69,995.30	67,712.83	2,282.47	406,277.00	336,281.70	17.23%
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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		(1,783.22)	2,222.08	6,720.30	4,444.17	2,276.13	26,665.00	19,944.70	



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

Issues/Items for March, 2017:

- Personnel issues:
 - 7 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 5 counsellings
 - 2 extensions of probationary periods
 - 1 verbal warning
 - 0 written warning
 - 1 Performance Improvement Plan
 - 0 suspensions
 - 0 voluntary resignation
 - 0 terminations of employment
 - 1 other
 - 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
 - 2 individual employee EAP referrals, 1 work-related and 1 personal
- Benefits:
 - Provided opportunities for employees to attend a 30-minute presentation on Health Insurance Option Updates, including self-insurance, regionalization and plan design. The presentation was offered at 5 different dates/times and over 150 employees attended altogether.
 - Completed the Section 111 Mandatory Insurer Reporting, which enables the Centers for Medicare and Medicaid Services to pay appropriately for Medicare-covered items and services by determining when other insurance coverage is primary to Medicare.
- Professional Development/Trainings:
 - Attended “Discipline and Documentation for New Supervisors” webinar on March 8, 2017, hosted by NPELRA. Attended by 10 other county staff with roundtable discussion following
 - Staff attended “LinkedIn for Recruiting” by Terra Staffing, hosted by JCHRMA on March 14, 2017 in Watertown

- Recruitment and Retention:
 - Recruited for **5** positions and received/reviewed **115** applications
 - Processed **8** new hires/transfers and 1 promotions and **2** interim promotion. **5** of the new hires were committee members
 - Processed **2** employee separations/seasonal layoffs
 - Processed **2** status changes
 - Completed and/or reviewed **5** reference checks, **1** education checks, **0** caregiver background checks and **0** criminal record checks on **2** candidates, of which **2** applicants were extended an offer and **0** is pending. **2** applicants accepted and **0** applicants declined.
 - Reviewed and coordinated recruitment for the Finance Director position, assisting in the hiring process

- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **77** active FMLA requests, both new and on-going
 - Received **9** First Report of Injuries, of which **5** was reportable
 - Met with contracted with outside counsel to discuss upcoming grievance arbitration on Jail Assignment selection
 - Accommodated 1 new disability requests
 - 0 bullying/hostile work environment investigation
 - 1 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:
 - Provided "Personal Protective Equipment" toolbox training
 - Coordinated and led a quarterly county-wide safety meeting on March 9, 2017, discussion space heater inventory results and severe weather month
 - 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 56 birthday cupcakes for birthdays for the month of March
 - Distributed 9 Years of Service Thank you cards and gifts/gift options for the month of March, 2017
 - Organized an county-wide employee appreciation gift to thank each employee for their service to the County
 - Developed 7 Thank you gifts for supervisors to have available to provide to employees when they go above the 'extra mile'
 - Organized County Brewer outing scheduled for April 30

- Miscellaneous:
 - Responded to **1** Open Records requests

- Completed/updated **11** job descriptions, working toward the goal of completing job descriptions for over 200 positions
- Completed HIPAA security analysis for Human Resources department
- Developed mini salary survey of 40 benchmark positions, submitted to comparable counties

Action Items for April, 2017:

- Complete 10 job descriptions
- Coordinate a Health Insurance Option meeting with cities and County
- 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
- Schedule an ETF Wisconsin Retirement meeting in Jefferson County
- 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