

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

**Tuesday, July 18, 2017 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Greg David; Jim Mode, Vice Chair; Michael Wineke; Lloyd Zastrow, Secretary

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 June 20, 2017 minutes
7. Communications
8. Discussion and possible action to recommend the creation of a pool of part-time Drug-Task Force Deputy positions at the Sheriff's Department
9. Discussion and possible action to amend Personnel Ordinance, HR0110, Definitions of Terms, to consider adding "Intern," "Job Shadowing," "Volunteers," and "Job Sharing," as well as any amendments to any other definition that may no longer be current
10. Update and discussion on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options
11. Review of May, 2017, Monthly Financial Reports for Human Resources and Safety
12. Report from Human Resources Director:
  - a. June, 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
13. Convene into closed session pursuant to Wisconsin State Statutes, section 19.85(1)(g), conference with legal counsel concerning strategy with respect to litigation concerning worker's compensation, duty disability and/or disability discrimination claims
14. Reconvene into open session for consideration and possible action regarding items discussed in closed session
15. Set next meeting date and agenda items
16. Adjournment

**Next scheduled meeting: Tuesday, August 15, 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**  
**June 20, 2017 @ 8:30am**  
**Jefferson County Courthouse, Room 112**

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:32 am.
2. Roll Call: Present: Jim Braughler (Chair), Greg David, Jim Mode (Vice Chair), Michael Wineke, and Lloyd Zastrow (Secretary). Others present: Kathi Cauley (Human Services Director), Barbara Frank (County Clerk), Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel at 8:40am) and Benjamin Wehmeier (County Administrator).
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: B. Frank spoke to the Committee regarding the process of providing extra steps to employees (Section HR0340(H), that a request was made for a staff member in the County Clerk's office and written communication not provided on an answer, and a request that the Human Resources Committee could help with that.
6. Approval of Minutes. **Motion by M. Wineke, second by G. David, to approve the April 18, 2017 minutes, as presented. Motion carried 5:0.**
7. Communications: Handouts of revisions to Ordinance amending HR0240, Establishing Positions and Resolution, creating a full-time Psychotherapist position were distributed. April - June, 2017, retirements presented to committee, consisting of seven retirees with over 197 years of combined service.
8. Discussion and possible action to recommend the creation of a full-time Psychotherapist position at Human Services. K. Cauley explained that the State had applied for a SAMSA grant to provide treatment with Opioid additions, targeting Jefferson County. JCHS has applied for the grant, which would fund a Psychotherapist position to provide the required services under the grant. The grant is available for one year, and if not renewed, the goal would be the position would be licensed and therefore able to bill for services. Request for the position is contingent on the receipt of the grant. **Motion by G. David, second by L. Zastrow, to recommend approval of the creation of one full-time Psychotherapist position at Human Services, contingent on receipt of grant. Motion carried 5:0.**
9. Discussion and possible action to amend Personnel Ordinance, HR0240, Establishing Positions, to provide a process to allow job-sharing for classified positions. T. Palm explained that there are situations where a full- or part-time position may provide a benefit to the County, as well as the employees, to have one or more individual fill the position. Hours would be shared and benefits prorated. Approval would not be granted if appropriated funds were not available. If one individual would decide to resign from the job-sharing arrangement, the County Administrator would review to determine feasibility to continue arrangement. **Motion by J. Mode, second by G. David, to approve amending Personnel Ordinance, HR0240, Establishing Positions, to provide an option for job-sharing a position. Motion carried 5:0.**

10. Discussion and possible action to approve a job-sharing opportunity for the part-time Custodian position in Central Services. T. Palm provided information that the incumbent to the 19-hour/week Custodian position also works full-time at another job. The combined hours are becoming overwhelming and the request was made to share the hours with another individual. County Administrator can make the decision as emergency help, but if amendment to HR0240 is approved to allow job sharing, no separate action is needed. **No action taken.**
11. Discussion and possible action on increasing the FTE for the Safety Coordinator position in Human Resources from .5 to 1.0, effective January 1, 2018, per Personnel Ordinance, HR0240. T. Palm explained that a request was made again for the upcoming budget to end the Safety Coordinator, position-sharing agreement with Walworth County and maintain the position full-time with Jefferson County. The incumbent has identified areas of safety to be addressed but are not being completed timely with his part-time schedule. A full-time individual would assist in mitigating liability. T. Palm also expressed her understanding of budgetary constraints but feels the position is needed. **Motion by L. Zastrow, second by M. Wineke, to support increasing the hours for the Safety Coordinator to full-time with Jefferson County.** Motion carried 5:0.
12. Update and discussion on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options. Information only. T. Palm and B. Wehmeier updated the Committee on the Dodge/Jefferson County exploration of forming a consortium or other arrangement with the larger municipalities in Jefferson County and Dodge County. These discussions began early in 2017 when the Department of Employee Trust Funds (ETF) informed local governments that the low-deductible plan (which Jefferson County utilizes) would not be available in 2018. They have since retracted that, but are continuing to move forward with regionalization. Because of a regulation that states local governments cannot pay more than 88% of the average of premiums in our County, it is uncertain how this may affect the employee share of premiums. Also, the Governor proposed that the health plans under ETF go self-funded in 2018. At this time, Joint Finance Committee has rejected that. The County will not know what the final plans available, or the premiums, will be until after Labor Day. Jefferson and Dodge counties/cities are working with a consultant, M3, who is assisting the group in gathering demographic/utilization information and will meet with the group in August to review what rates for the group would look like in 2018. This will provide an option available should the State Health plan not be advantageous for the county or its employees going forward.
13. March, 2017 and April, 2017, Monthly Financial Reports for Human Resources and Safety. Nothing unusual for either Human Resources or Safety to note. Both budgets remain on target. It was worth noting that the budget line for reclassifications will be over in 2018 due to the significant increase in the number of requests again this year.
14. Report from Human Resources Director. T. Palm covered the April and May, 2017, monthly accomplishments and goals, the vacant position and emergency help requests, leave of absence approvals, employees provided additional steps or benefits and an update on the reclassification and new hire requests for 2018. Detailed report is available online or by request.
15. Set next meeting date and agenda items: Next meeting is scheduled for July 18, 2017, 11at 8:30am.
16. Adjournment: **Motion by J. Mode, second by G. David to adjourn. Motion Carried 5:0.** Meeting adjourned at 9:28am.

RESOLUTION NO. 2017-\_\_\_\_

**Creating a pool of part-time, non-benefited, Drug Task Force Sheriff Deputies**

Executive Summary

The Jefferson County Drug Task Force is a multi-jurisdictional, multiple agency Task Force. The localized Task Force is comprised of ten Jefferson County Law Enforcement agencies and the Jefferson County District Attorney's Office, which include: the Fort Atkinson Police Department, Jefferson County Sheriff's Office, the Jefferson Police Department, the Village of Johnson Creek Police Department, the Lake Mills Police Department, the Town of Lake Mills Police Department, the Palmyra Police Department, the Town of Oakland Police Department, the Waterloo Police Department, and the Watertown Police Department, with the Jefferson County District Attorney's Office involved as a cooperating entity. A detective sergeant from the Jefferson County Sheriff's Office is assigned as the Project Director/Lead Officer for the day-to-day operations of the task force. The remainder of the unit is comprised of two full-time Sheriff's Office detectives, full-time detectives from the Fort Atkinson Police Department and the Watertown Police Department, a part-time officer from the Jefferson Police Department, and limited-term employed funded by the other member agencies.

The Task Force continues to focus on combatting the growing problem of the sale and use of opioids, heroin and Methamphetamine within Jefferson County. The number of heroin overdoses has increased dramatically and continues to rise each year. Additional staffing resources are needed to successfully confine this growing challenge. The Sheriff is requesting additional part-time deputies dedicated to the Drug Task Force to respond to this growing problem. The part-time deputies will perform a variety of Drug Task Force-related assignments, including initiating and assisting with drug-related investigations, seizing vehicles and other assets involved in drug trading and conducting educational presentations to schools and civic groups. The part-time pool Drug Task Force deputies will be fully reimbursed by Drug Task Force member agencies and have no County tax-levy impact.

On July 18, 2017, the Human Resources Committee reviewed the request from the Sheriff and is recommending to the County Board of Supervisors the creation of pool part-time Drug Task Force deputies.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, with the significant increase in the sale, use and addiction of opiates and heroin in Jefferson County, current staffing levels in the Drug Task Force unit at the Sheriff's Office cannot effectively address the problem as needed, and

WHEREAS, to meet the need to combat the opiate epidemic and ultimately provide protection for Jefferson County citizens, the Sheriff requests, and the Human Resources Committee recommends, creation of a pool of part-time, non-benefited, Deputies to be assigned to the Drug Task Force Unit at the Sheriff's Office, and

WHEREAS, full funding is available through an agreement with participating agencies of the Jefferson County Drug Task Force.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Sheriff's Office be and is hereby amended to create a pool of part-time, non-benefited, Deputy positions assigned to the Drug Task Force Unit at the Sheriff's Office, to become effective upon passage.

*Fiscal Note: The cost of wages and benefits for the pool of part-time, non-benefited, Drug Task Force Deputies will vary on the number of hours assigned and is fully funded through participating agencies of the Jefferson County Drug Task Force; therefore, no County tax-levy is required for these positions. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).*

Ayes\_\_\_\_\_ Noes\_\_\_\_\_ Abstain\_\_\_\_\_ Absent\_\_\_\_\_ Vacant\_\_\_\_\_

Requested by  
Human Resources Committee

07-11-17

Terri M. Palm: 06-16-17, 7-3-17; J. Blair Ward: 6-19-17

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

DRAFT

**DEFINITIONS OF TERMS.** The words and terms defined in this section shall have the following meanings in this ordinance and in any other ordinance classifying and fixing or adjusting the salaries and compensation or authorizing the employment of personnel in any department or office of Jefferson County. [am. 3/13/12, Od. 2011-31]

- A. "Allocation" means assigning a position or a class of positions to a specific pay grade.
- B. "Class" or "class of positions" means a specifically recognized and defined kind of employment in the County service designed to embrace all positions having duties and responsibilities sufficiently similar that the same title may be used, the same qualifications may be required and the same schedule of compensation may be made to apply with equity.
- C. "Classification" means the official determination of the class in which a position shall be deemed to exist and the assignment of an individual position to an appropriate class.
- D. "Classified service" means all positions in the County service except those specifically placed in the unclassified service. [am. ord. 85-10, 7/9/85]
- E. "Compensation" means the salary, wage allowances and all other forms of valuable consideration earned by or paid to any employee by reason of service in any position, but does not include any allowances authorized and incurred as incident to employment, such as mileage reimbursement, registration fees, etc.
- F. "Continuous service" means employment with the County without break or interruption. In computing continuous service for the purpose of this ordinance neither vacation leave, sick leave, including absence for injury for which worker's compensation is paid, military leaves or approved leaves of absence, whether with or without pay, or regular seasonal/annual layoffs shall be construed as a break in employment or service. Unexcused absences totaling 2 consecutive work days, layoffs other than seasonal/annual and terminations or resignation of an employee shall be construed as breaking "continuous service". [am ord. 85-10, 7/9/85, 12/14/04; am. ord. 2007-50, 03/11/08]
- G. "County service" or "service of the County" means all positions in all departments as herein defined that are subject to control and regulation by the board of supervisors of Jefferson County.
- H. "Employee" means a person legally occupying a position in the County service. This includes temporary, seasonal and occasional employees but not elected officials (except as may be required by context) or independent contractors. [am. 3/13/12, ord. 2011-31]
- I. "Exempt service" means all positions not subject to the Fair Labor Standards Act. Such positions may or may not be specifically designated by the Board of Supervisors to be exempt from the classification plan. [am. ord. 85-7, 6/11/85, 12/14/04]
- J. "Full-time employee" means an employee in a position whose normal assigned schedule of hours totals 1900 hours per year or more, or, on a monthly basis, totals 158.33 hours per month or more. [am. 3/13/12, ord. 2011-31]
- K. "Independent contractor" is a person or business who performs services for the County under an express or implied agreement and who is not subject to the County's control, or right to control, the manner and means of performing the services. Independent contractors are not employees and are not eligible for County benefits and are not subject to the classification plan.
- L. "Limited term employee" means an employee hired on a temporary or emergency basis, not to exceed one year. Limited term employees shall not be eligible for fringe benefits. Limited term employees shall be paid at the minimum step of the salary range for the appropriate position, unless otherwise authorized by the County Administrator. [am. 3/13/12, ord. 2011-31]
- M. "Occasional part-time employee" means an employee hired on an irregular basis. Occasional part-time employees shall not be eligible for fringe benefits, except Wisconsin Retirement System if qualified and will be paid at the minimum step of the salary range for the appropriate position and may progress through the step-system based on aggregate hours worked and acceptable performance. [am. 3/13/12, ord. 2011-31]
- N. "Part-time employee" means an employee in an allocated position whose normal assigned schedule of hours totals less than 1900 hours per year or, on a monthly

basis, less than 158.33 hours per month. [am. & re-lettered 3/13/12, ord. 2011-31]

- O. "Position" means a group of current duties and responsibilities assigned or delegated by competent authority, requiring the full or part-time services of one person. [re-lettered 3/13/12, ord. 2011-31]
- P. "Probationary Period" means a six (6) calendar month trial period. Employees making a job change will also serve a six (6) calendar month trial period. During said period, employees shall be subject to dismissal without just cause or recourse to the grievance procedure. Employees making a job change do not typically need to serve an additional six (6) month waiting period for benefits unless the employee is changing from/to a non-benefited to benefited position. The County Administrator, Corporation Counsel, and department heads appointed by the County Administrator and confirmed by the Board shall not serve a probationary period. [am. ord. 05-08, 06/21/05; re-lettered 3/13/12, ord. 2011-31]
- Q. "Project employee" means employment which is supported by a grant. Project employees shall not be eligible for fringe benefits, except Wisconsin Retirement System if qualified. [cr. ord. 84-16, 12/11/84; am. & re-lettered 3/13/12, ord. 2011-31]
- R. "Reallocation" means reassigning a position or class of positions to a different pay grade. [re-lettered 3/13/12, ord. 2011-31]
- S. "Reclassification" means a change in classification of an individual position by raising it to a higher class, reducing it to a lower class, or moving it to another class at the same pay grade on the basis of substantial changes in the kind, difficulty or responsibility of duties performed in such position. [re-lettered 3/13/12, ord. 2011-31]
- T. "Title", "class title", or "title of class" means the designation given to or name applied to a class or to each position assigned to the class and to the legally appointed incumbent of each position assigned to the class. Its meaning is set forth in the corresponding class specification.
- U. "Unclassified service" means all positions of elected officials and those positions specifically designated by the Board of Supervisors as not subject to the classification plan. Where not contrary to law or other sections of this ordinance, positions in the unclassified service shall be subject to this ordinance. [cr. ord. 85-7, 6/11/85]

**DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES.**

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions in the State Health plan, and accruals for vacation, sick, holiday, shift differentials and hazardous pay, to which the current LAW contract language shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1<sup>st</sup> of each year and the sick leave payout being paid on the first pay period following the employees retirement date. Sergeants shall be granted compensatory time and receive uniform allowance as set forth in the current LAW union contract. [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31]
- B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]
- C. Notwithstanding any other provision of this ordinance, in the case of the promotion to Sergeant, such employee shall receive the rate of compensation into the next higher step that provides a minimum of a 5% increase above the top step of the Detective position. In no case will a pay adjustment allow an employee's pay to exceed the established range maximum for the Sergeant position. [cr. ord. 2014-25, 11/12/14]

**INTERNS, JOB SHADOWING AND VOLUNTEERS.** The County appreciates the valuable contributions interns and volunteers have to the citizens of Jefferson County. The County recognizes that the designation as an ‘intern’ or a ‘volunteer’ is contingent on the duties performed and supervision the individual receives, and subject to the Policies and Procedures and Personal Conduct provisions of the Personnel Ordinance.

A. **INTERN POSITIONS.** Jefferson County views internships as an important element of recruiting and staffing. The County looks for capable, driven interns with long-term interest in the County or in the career they are pursuing. This section also applies to students obtaining clinical experience.

1. **Unpaid Intern.** Unpaid interns are assigned actual work, complete with challenges and opportunities for problem solving and gaining practical experience, often for educational credit or advancing the intern’s career.

Unpaid interns are classified as employees for Workers Compensation purposes only. For a position to be classified as an *unpaid intern*, the following conditions shall be met:

- a. The training is similar to training the student would find in an educational environment.
- b. The training is for the benefit of the intern.
- c. The training does not replace the work of regular employees, but works under close supervision of existing staff.
- d. The internship is set for a fixed duration and the intern is not entitled to a job at the end of the internship.
- e. The intern understands he/she is not entitled to wages for the training.
- f. The County derives no immediate advantage from the contributions of the intern and on occasion, its operations may actually be impeded. (i.e. require extra supervision, require extra time reviewing work and/or increase the amount of time to complete a project.

2. **Paid Intern.** Paid interns are approved positions by the County Board, are assigned actual work that offers a benefit to the intern by providing the opportunity to apply skills or knowledge and provides a direct, immediate benefit to the County as well. A paid intern often will perform work regularly assigned to other employees and receive the same level of supervision as the regular workforce. If any of the conditions of an unpaid intern are not met, the individual is a paid intern and is considered an employee for all purposes.

B. **JOB SHADOWING PARTICIPANTS.** Job Shadowing Participants receive limited exploration of a specific occupation or industry, typically lasting less than one day. Job Shadowing is available to adults, dislocated workers and youth participants and will usually involve job placement sites, schools or employees/candidates for employment who are interested in knowing more about a specific position.

Job Shadowing Participants are not considered employees by any definition and may be required to sign confidentiality agreements or other waivers. Participants perform no or minimal work or contribution to the County’s productivity. A thorough task orientation for Job Shadowing participants is appropriate, but only to the extent that the participant observes and asks questions to understand the basic concept of the task demonstrated.

C. **VOLUNTEERS.** A volunteer is a person who provides services of his or her own free will to the County and neither receives nor expects to receive any kind of pay or compensation for these services. Generally, the services performed are associated with typical volunteer duties, such as being a greeter at a fund-raising event or serving food at a shelter, as opposed to performing tasks that would normally be done by employees of the County. Volunteers are not considered employees by any definition and may be required to sign confidentiality agreements or other waivers.

An employee shall be considered a volunteer only if the employee does NOT perform the same type of services as those for which the employee proposes to volunteer. [Ord. 2016-17, 12-13-2016]

**ESTABLISHING POSITIONS.**

- A. The Board of Supervisors shall, in the budget adopted the previous year, authorize for each department the number of full-time and part-time positions for the succeeding year.
- B. Department heads seeking position changes as part of the annual requested budget shall review those requests with the department's parent committee and give a written notification to the Human Resources Director, preferably by June 1, in order to include the position changes in the Department Head's Requested Budget. The County Administrator will review the requested budgets with the department head. The position changes approved by the County Administrator will be evaluated for classification and grade placement, and presented to the Human Resources Committee for approval of the classification and grade placement. The Finance Committee will then review the County Administrator's recommended budget, make further recommendations accordingly, and forward the annual budget to the full County Board for adoption. Departments will be notified of the final approved position changes upon the adoption of the annual budget at the November County Board meeting. [cr. ord. 2008-24, 11/10/08]
- C. A department head seeking position changes that are not part of the annual requested budget shall present in writing the need and reasons therefore to the County Administrator. Thereafter, the County Administrator, Human Resources Director and the Human Resources Committee shall investigate the need of such department and, in the event the Human Resources Committee determines that such need exists, an appropriate recommendation shall be made to the Board of Supervisors for decision. [am. 2008-24, 11/10/08]
- D. The County Administrator or Human Resources Director may employ limited term employees as may be required to fill temporary vacancies caused by vacation, sickness, leave of absence or emergency, provided funds are available for such purpose in the budget. A report summarizing any emergency help approved shall be made to the Human Resources Committee. [am. 3/13/12, ord. 2011-31]
- E. Job Sharing: The County Administrator or Human Resources Director may employ two or more employees to job share the duties and responsibilities of one full- or part-time position, provided the cost of the job sharing does not exceed the funds allocated for the position in the budget. The hours of the position shall be divided between the employees to best meet the needs of the department and the wages and benefits will be provided in accordance with HR0265, Part-time Employment. Should one of the employees vacate the job sharing arrangement, the County Administrator shall determine if the position should remain a job sharing position and post accordingly. A report summarizing any job sharing arrangements shall be made to the Human Resources Committee. [Ord. No. 2017-06, 07-11-2017]
- F. Positions that are created for a specific grant program are authorized for the duration of the grant funding. Upon elimination or reduction of grant funding, the position shall not be continued unless authorized by the Human Resources Committee. [cr. ord. 2005-43, 02/14/06; Ord. No. 2017-06, 07-11-2017]
- G. Nothing contained in this ordinance shall be construed to require the County Administrator or the Human Resources Committee to fill all positions authorized by the Board of Supervisors, nor to prohibit the County Administrator or the Human Resources Committee from filling a position for up to 12 months at a lesser number of hours than budgeted. [am. ord. 2005-43, 02/14/06; am. ord. 2009-10, 07/14/09; Ord. No. 2017-06, 07-11-2017]

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)	(158,155.00)	(158,155.00)	-	(379,572.00)	(221,417.00)	41.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(8.33)	(4.67)	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	(5.00)	(8.33)	3.33	(20.00)	(15.00)	25.00%
<b>Totals</b>		<b>(31,631.00)</b>	<b>(31,634.33)</b>	<b>(158,173.00)</b>	<b>(158,171.67)</b>	<b>(1.33)</b>	<b>(379,612.00)</b>	<b>(221,439.00)</b>	<b>41.67%</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	12,158.18	13,220.25	59,577.03	66,101.25	(6,524.22)	158,643.00	99,065.97	37.55%
511210	WAGES-REGULAR	4,054.10	3,106.42	18,414.75	15,532.08	2,882.67	37,277.00	18,862.25	49.40%
511310	WAGES-SICK LEAVE	875.16	-	1,645.09	-	1,645.09	-	(1,645.09)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	2,821.20	-	2,821.20	-	(2,821.20)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	110.00	(110.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	934.94	-	2,796.80	-	2,796.80	-	(2,796.80)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	788.89	-	1,270.90	-	1,270.90	-	(1,270.90)	#DIV/0!
511380	WAGES-BEREAVEMENT	-	-	171.30	-	171.30	-	(171.30)	#DIV/0!
512141	SOCIAL SECURITY	1,368.88	1,235.08	6,313.56	6,175.42	138.14	14,821.00	8,507.44	42.60%
512142	RETIREMENT (EMPLOYER)	1,279.15	1,111.67	5,895.30	5,558.33	336.97	13,340.00	7,444.70	44.19%
512144	HEALTH INSURANCE	5,227.89	4,485.08	22,086.22	22,425.42	(339.20)	53,821.00	31,734.78	41.04%
512145	LIFE INSURANCE	3.59	3.92	17.43	19.58	(2.15)	47.00	29.57	37.09%
512150	FSA CONTRIBUTION	-	62.50	750.00	312.50	437.50	750.00	-	100.00%
512173	DENTAL INSURANCE	359.44	270.00	1,309.19	1,350.00	(40.81)	3,240.00	1,930.81	40.41%
521218	ARBITRATOR	-	66.67	800.00	333.33	466.67	800.00	-	100.00%
521219	OTHER PROFESSIONAL SERV	2,045.00	3,180.92	11,258.50	15,904.58	(4,646.08)	38,171.00	26,912.50	29.49%
521225	SECTION 125	1,779.81	2,272.00	12,628.28	11,360.00	1,268.28	27,264.00	14,635.72	46.32%
521226	ERGONOMICS	-	20.83	-	104.17	(104.17)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	-	1,562.50	(1,562.50)	3,750.00	3,750.00	0.00%
521228	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
521229	RECRUITMENT RELATED	29.90	83.33	183.20	416.67	(233.47)	1,000.00	816.80	18.32%
521296	COMPUTER SUPPORT	-	367.00	4,636.39	1,835.00	2,801.39	4,404.00	(232.39)	105.28%
531298	UNITED PARCEL SERVICE UPS	-	-	4.03	-	4.03	-	(4.03)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	-	41.67	375.11	208.33	166.78	500.00	124.89	75.02%
531311	POSTAGE & BOX RENT	16.34	33.33	111.65	166.67	(55.02)	400.00	288.35	27.91%
531312	OFFICE SUPPLIES	143.71	60.83	276.02	304.17	(28.15)	730.00	453.98	37.81%
531313	PRINTING & DUPLICATING	-	83.33	395.17	416.67	(21.50)	1,000.00	604.83	39.52%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	1,486.75	666.67	820.08	1,600.00	113.25	92.92%
531324	MEMBERSHIP DUES	-	50.83	394.17	254.17	140.00	610.00	215.83	64.62%
531326	ADVERTISING	88.50	-	88.50	-	88.50	-	(88.50)	#DIV/0!

531357	EMPLOYEE RECOGNITION	1,229.20	500.00	1,934.82	2,500.00	(565.18)	6,000.00	4,065.18	32.25%
532325	REGISTRATION	-	110.83	545.00	554.17	(9.17)	1,330.00	785.00	40.98%
532332	MILEAGE	207.59	32.83	316.76	164.17	152.59	394.00	77.24	80.40%
532334	COMMERCIAL TRAVEL	-	37.50	442.60	187.50	255.10	450.00	7.40	98.36%
532335	MEALS	-	27.92	162.02	139.58	22.44	335.00	172.98	48.36%
532336	LODGING	-	200.50	1,417.76	1,002.50	415.26	2,406.00	988.24	58.93%
532339	OTHER TRAVEL & TOLLS	-	5.42	65.00	27.08	37.92	65.00	-	100.00%
532350	TRAINING MATERIALS	29.00	1,833.33	2,638.37	9,166.67	(6,528.30)	22,000.00	19,361.63	11.99%
533225	TELEPHONE & FAX	-	4.17	19.61	20.83	(1.22)	50.00	30.39	39.22%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	171.25	171.25	-	411.00	239.75	41.67%
571005	DUPLICATING ALLOCATION	19.42	19.42	97.10	97.08	0.02	233.00	135.90	41.67%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	2,463.35	2,463.33	0.02	5,912.00	3,448.65	41.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	1,224.15	1,224.17	(0.02)	2,938.00	1,713.85	41.67%
591519	OTHER INSURANCE	69.24	89.25	346.20	446.25	(100.05)	1,071.00	724.80	32.32%
592006	WRS INTEREST	(45.85)	-	(45.85)	-	(45.85)	-	45.85	#DIV/0!

Totals		33,433.83	33,856.42	167,622.18	169,282.08	(1,659.90)	406,277.00	238,654.82	41.26%
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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		1,802.83	2,222.08	9,449.18	11,110.42	(1,661.24)	26,665.00	17,215.82	

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)	(19,408.75)	(19,408.75)	-	(46,581.00)	(27,172.25)	41.67%
474106	INTERGOVT SHARED SERVICES	-	(3,585.50)	(10,165.01)	(17,927.50)	7,762.49	(43,026.00)	(32,860.99)	23.63%
<b>Totals</b>		<b>(3,881.75)</b>	<b>(7,467.25)</b>	<b>(29,573.76)</b>	<b>(37,336.25)</b>	<b>7,762.49</b>	<b>(89,607.00)</b>	<b>(60,033.24)</b>	<b>33.00%</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	4,774.56	4,780.58	18,940.46	23,902.92	(4,962.46)	57,367.00	38,426.54	33.02%
511310	WAGES-SICK LEAVE	54.88	-	3,951.36	-	3,951.36	-	(3,951.36)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	150.92	-	150.92	-	(150.92)	#DIV/0!
511340	WAGES-HOLIDAY PAY	219.52	-	637.98	-	637.98	-	(637.98)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	372.16	365.75	1,747.57	1,828.75	(81.18)	4,389.00	2,641.43	39.82%
512142	RETIREMENT (EMPLOYER)	343.32	325.08	1,612.10	1,625.42	(13.32)	3,901.00	2,288.90	41.33%
512144	HEALTH INSURANCE	1,608.34	1,398.58	6,852.93	6,992.92	(139.99)	16,783.00	9,930.07	40.83%
512145	LIFE INSURANCE	4.37	2.33	21.21	11.67	9.54	28.00	6.79	75.75%
512150	FSA CONTRIBUTION	-	20.83	250.00	104.17	145.83	250.00	-	100.00%
512173	DENTAL INSURANCE	117.00	90.00	432.00	450.00	(18.00)	1,080.00	648.00	40.00%
531303	COMPUTER EQUIPMT & SOFTWA	-	83.33	-	416.67	(416.67)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	4.17	15.14	20.83	(5.69)	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	-	2.08	-	10.42	(10.42)	25.00	25.00	0.00%
531320	SAFETY SUPPLIES	-	12.50	5.97	62.50	(56.53)	150.00	144.03	3.98%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	-	29.17	210.00	145.83	64.17	350.00	140.00	60.00%
532325	REGISTRATION	-	84.17	120.00	420.83	(300.83)	1,010.00	890.00	11.88%
532332	MILEAGE	-	6.25	-	31.25	(31.25)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	31.25	(31.25)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	68.33	(68.33)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	416.67	(416.67)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	57.10	57.08	0.02	137.00	79.90	41.68%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	410.40	410.42	(0.02)	985.00	574.60	41.66%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	204.15	204.17	(0.02)	490.00	285.85	41.66%
591519	OTHER INSURANCE	20.25	24.83	101.25	124.17	(22.92)	298.00	196.75	33.98%
<b>Totals</b>		<b>7,648.73</b>	<b>7,467.25</b>	<b>36,306.32</b>	<b>37,336.25</b>	<b>(1,029.93)</b>	<b>89,607.00</b>	<b>53,300.68</b>	<b>40.52%</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>		3,766.98	(0.00)	6,732.56	(0.00)	6,732.56	-	(6,732.56)	



**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  
June, 2017**

Issues/Items for May, 2017:

- Personnel issues:
  - 5 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counselings
    - 0 extensions of probationary periods
    - 1 verbal warning
    - 2 written warning
    - 0 Performance Improvement Plan
    - 0 suspensions
    - 1 voluntary resignation
    - 4 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
  - 0 employee accommodation, not Leave of Absence
  - 1 extensions of leave of absences, 1 as accommodations
  - 1 individual employee EAP referrals, 1 work-related and 0 personal
- Benefits:
  - Coordinated Well Wisconsin Health screening at UW Extension office on June 6, 2017, with over 89 county and city employees attending.
  - Completed demographic health insurance survey for consultant
- Professional Development/Trainings:
  - Hosted the WACPD Spring Conference at the Osthoff Resort in Elk Hart Lake on June 1 and 2, 2017.
  - Presented “Understanding the FMLA” at a brown bag luncheon on June 19 at Human Services.
  - Coordinated a webinar on “Off Duty Misconduct”, hosted by NPELRA, on June 21, 2017. Attended by 18 department heads and other supervisors.
- Recruitment and Retention:
  - Recruited for **5** positions and received/reviewed **233** applications

- Processed **9** new hires/transfers and 0 promotion and **0** interim promotion.
- Processed **7** employee separations/seasonal layoffs
- Processed **3** status changes
- Completed and/or reviewed **27** reference checks, **2** education checks, **2** caregiver background checks, **0** credit check and **0** criminal record checks on **11** candidates, of which **8** applicants were extended an offer and **3** are pending. **7** applicants accepted and **1** applicant declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored **81** active FMLA requests, both new and on-going
  - Received **6** First Report of Injuries, of which **3** was reportable
  - Accommodated 0 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 1 ongoing grievance arbitrations
  - Attended 1 Workers Compensation hearing in Janesville, WI on June 28, 2017
  
- Safety:
  - Provided "Heat Illness Prevention" toolbox training
  - Provided "Global Harmonization System" video update for all staff
  - Coordinated quarterly Safety meeting on June 8, 2017
  
- Employee Recognition and Appreciation:
  - Distributed **57** birthday cupcakes for birthdays for the month of May
  - Distributed **7** Years of Service Thank you cards and gifts/gift options for the month of May, 2017
  - Organized an "Orange you glad it's Friday" gift for employees
  
- Miscellaneous:
  - Attended 6 days of hands-on training on the new ERP system, Munis
  - Completed **2** performance evaluations, with the assistance of the Lead Maintenance Worker, for Central Services Staff in order to process step-increases
  - Conducted interview for Central Services for part-time Custodian position
  - Updated rates for all classified positions, effective June 25, 2017 and verified rates
  - Completed salary and benefit survey for Carlson Dettmann Consulting
  - Completed/updated **44** job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Collecting data on mini salary survey of 40 benchmark positions, submitted to comparable counties

Action Items for June, 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 an Employee Appreciation event in July
- Complete Independent Contractor audit
- Complete overdue evaluations for Central Services and IT
- Interview and hire part-time Custodian for Central Services

Respectfully Submitted,

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

Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
July 18, 2017**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- June, 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 June 20, 2017 Human Resources Committee meeting:

**Human Services**

- CSP I/II CS Administrative Assistant, new in the 2017 budget

**Positions not authorized to fill:** Part-time Drug Task Force Deputies, pending approval of creation of position by County Board. Pool Group Home Worker position pending County Administrator review.

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since the June 20, 2017 Human Resources Committee meeting.

- Request and approval for a limited term position at MIS to assist in installing over 80 PCs still pending for 2017.

**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 6 weeks

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

- 3 additional steps provided to a CCS Facilitator upon obtaining licensure
- 2 additional steps provided to Project YES Grant Supervisor upon obtaining licensure

Respectively submitted,



Terri M Palm  
Human Resources Director