

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

**Tuesday, October 17, 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 of September 19, 2017, Joint Finance and Human Resources Committee Minutes
7. Communications
8. Discussion and possible action to eliminate two Community Outreach Workers, full-time, and create two Juvenile Justice Workers, full-time, at the Human Services Department
9. Discussion and possible action to eliminate two vacant, full-time Legal Assistant and create two full-time Child Support Enforcement Specialist I/II in the Child Support Agency
10. Review of August, 2017, Monthly Financial Report for Human Resources and Safety
11. Report from Human Resources Director:
  - a. September, 2017, monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Additional Steps and/or Benefits provided to employees
12. Set next meeting date and agenda items
13. Adjournment

**Next scheduled meeting: Tuesday, November 21, 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**  
**September 19, 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: Barry Block (Highway), Bill Kern (Highway Commissioner), Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel) and Benjamin Wehmeier (County Administrator).
3. Certification of compliance with the Open Meetings Law: Confirmed by T. Palm, Human Resources Director.
4. Review of Agenda: No changes.
5. Public Comment: B Block spoke on the issue of Equipment Operator pay at the Highway department. He feels there should be a separate classification for Equipment Operators, at grade 5, rather than just paying the differential when work is being performed. B. Block commented that the current 5 Equipment Operators do not operate equipment at times when others are selected and feels 2 other positions should be posted and filled. Concerned that Equipment Operators won't take temp lead because they make more money as an Equipment Operator.
6. Approval of August 23, 2017, Minutes. **Motion by J. Mode, second by G. David, to approve the August 23, 2017 minutes, as presented. Motion carried 5:0.**
7. Approval of September 15, 2017, Joint Finance/Human Resources Minutes. **Motion by M. Wineke, second by G. David, to approve the Joint Finance/Human Resources September 15, 2017 minutes, as presented. Motion carried 5:0.**
8. Communications: Handouts, including the September 15, 2017 minutes; September 18, 2017, Memo to employees on Health Insurance and Flexible Spending Announcements for 2018; and September 19, 2017, Memo recommending a new Flexible Spending Account provider.
9. Third quarter, 2017, Retirement Recognitions to be presented to County Board. Four retirees, with a combined 108 years and 2 months of service, were presented to Committee to be honored at County Board in October.
10. Presentation by Highway Commissioner regarding Highway Equipment Operator differential and an equipment certification process update. In accordance with Personnel Ordinance HR0360(B)(8)(e), B. Kern discussed the history of the ordinance language. In addition, B. Kern discussed the draft of the "Equipment Certification Plan", dated August 20, 2017. The Highway Department is adopting the Wisconsin County Highway Association (WCHA) Equipment Operator Certification Training Program as the primary tool for certifying equipment operators in the department. All existing Highway equipment has been separated into two classes, primary and secondary equipment. The primary equipment is divided into Class A and Class B equipment, which is subject to the \$2 and \$1 differential, respectively. By 12/31/18, everyone who operates these pieces of equipment should be certified and

the certification is valid for three years. Everyone who operates the secondary equipment will be expected to be trained in safety and operational awareness, but certification may not be available for each piece of equipment. B. Kern also discussed changing the flat dollar differential to a 10%/5% differential. The Committee requested the cost associated with this, to be presented at a future meeting. B. Kern indicated operators voluntarily sign up for the certification, and once certified, they are assigned to operate equipment depending on the project (i.e. location, piece of equipment needed, other tasks needed). B. Kern verified that employees currently designation Equipment Operator by job title are primarily assigned to use the equipment they are trained on recognizing they are efficient and have the ability on certain pieces of equipment, but not necessarily all of them. B. Kern also indicated he believes recognizing employees when they operate the equipment is the most fair solution, as it differentiates their skill, unlike compensating at a higher rate even when plowing snow, for example, for four months as everyone else is doing. **Discussion purposes only. No action taken.**

11. Discussion of Resolution 2004-50, considering amendment to insurance coverage for active military employees and their families. **Motion by J. Mode, second by G. David, to recommend no amendments to Resolution 2004-50.**
12. Discussion of Resolution 2004-51, considering amendment to provide continued vacation accrual for employees on active military. **Motion by M. Wineke, second by L. Zastrow, to recommend no amendments to Resolution 2004-51.**
13. Update on the selection of a Mass Notification and Alert Solution Services. T. Palm updated the Committee with a final selection of AlertSense to provide a mass notification and alert system for Jefferson County employees. The recommendation at this time is to start with an internal system only for employees, and possibly expand it to an external program for the public. Consideration included ease of administration and cost. **Discussion only. No action taken.**
14. Discussion and possible action to select a Section 125b/Flexible Spending Account (FSA) Administrator. T. Palm, Human Resources Director, and K. Mundt, Benefits Administrator, are recommending Employee Benefits Corporation (EBC) to administer the County's FSA program, effective 1/1/18. A RFP was conducted and narrowed down to six vendors. An analysis was done to compare the benefit of the plans and cost, including reference checking on the selected vendor. EBC provides a benefit of a Debit Card to all employees at no cost and allows current and prior transactions to be made with the card. It is anticipated to save the County \$5,399 annually. **Motion by G. David, second by L. Zastrow, to approve Employee Benefits Corporation as the County's FSA Administrator, effective January 1, 2018. Motion carried 5:0.**
15. Update and discussion on the Wisconsin public Employers' Group Health Insurance Program and other health insurance options and possible recommendation regarding county-sponsored health insurance for 2018. B. Wehmeier and T. Palm updated the Committee regarding the status of the State Health Plan and that changes that were anticipated, such as self-funding, regionalization and elimination of "no deductible" and "low deductible" plans, did not occur. There were minor changes, however, including the elimination of HMO options which affected two employees, changes in Pharmacy benefits and combining Unity Community, Gundersen and Physician Plus plans into one Quartz Community Plan. However, it is the opinion of Wehmeier and Palm that these changes were minor interruptions compared to the change of leaving the State plan at this time. The one factor that was not known until just a few days prior to the meeting was the cost of the State Plan. It is also believed that there would not be significant cost savings at this time to make a change to the County's current low-deductible plan through the State. Therefore, the County will continue to offer the low-deductible

plan for employees through the Wisconsin Public Employers' Group Health Insurance Program.  
**Discussion only. No action taken.**

16. Discussion and possible recommendation to complete a Request for Proposal for a classification and compensation study for 2018-2019. B. Wehmeier provided the committee an update that there are recruitment and retention concerns and that there have been changes since the study was done 5 years ago, including changes to the market, comparable counties completing studies to remain competitive, and certain positions becoming more difficult to recruit due to private sector competition. B. Wehmeier would like to complete a RFP as soon as possible, complete the study in 2018 prior to budget, and possibly implement in 2019. **Motion by G. David, second by J. Mode, to approve preparing a RFP for a compensation and classification study for Jefferson County. Motion carried 5:0.**
17. July, 2017, Monthly Financial Reports for Human Resources and Safety. No significant changes from the prior month.
18. Report from Human Resources Director. T. Palm covered the August 2017, monthly accomplishments and goals; the vacant position and emergency help requests; and leave of absence approvals. Detailed report is available online or by request.
19. Motion by M. Wineke, second by G. David, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85(1)(g), conferring with legal counsel regarding litigation, or possible litigation, regarding an alleged violation of the Wisconsin Fair Employment Act. David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:37am. The Committee convened in closed session to receive information and discuss the alleged WFEA claim.  
*Note: T. Palm-Kostroski, B. Ward and B. Wehmeier also present.*
20. Motion by J. Mode, second by G. David, to reconvene into open session. Motion carried 5:0.  
Reconvened into open session at 9:45am. Motion by L. Zastrow, second by J. Mode, to endorse the decision of the County Administrator regarding a possible settlement as discussed in closed session. Motion carried 5:0.
21. Set next meeting date and agenda items: Next meeting is scheduled for Tuesday, October 17, 2017 at 8:30am.
22. Adjournment: **Motion by J. Mode, second by G. David, to adjourn. Motion Carried 5:0.** Meeting adjourned at 9:47am.

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

### **Creating two full-time Juvenile Justice Worker positions and eliminating two full-time Community Outreach Worker positions at Human Services**

#### Executive Summary

The Jefferson County Human Services Department recently applied for and received the Youth Justice Innovation Grant for \$250,000. JCHSD was awarded one of only two grants in the State and has developed precise objectives and goals, overview of utilization of the funds and sustainability of the program in the future.

Through the Youth Justice Innovation Grant, JCHSD will enhance and roll out a well thought-out, robust, family case management framework to address mental health and AODA needs in a proven fashion. The goal of this project is to offer a new Youth Justice program that joins Functional Family Case Management with a fully integrated family incentive program, while offering a service array that addresses the underlying issues that have led families to the youth justice program in the first place. This program will be individualized and unique to each family and will be offered to all families involved in youth justice at JCHSD. There are several outcomes that are expected from this project, including increasing youth and family participation in a family-centered system of care; reducing opposition between youth and their families and instead working together toward shared and individual goals; increasing the number of youth who reside in a family setting and thereby decreasing the number of out-of-home placements and length of time in an out-of-home placements; and, increasing parenting capacities and overall family satisfaction and functioning.

The \$250,000 received from the Youth Justice Innovation Grant will be utilized several ways to support the project, including payment for contracted providers, purchasing of a risk assessment tool, training and new technology for eight Juvenile Justice Case Managers and updated meeting spaces and incentives for the youth and family members. One other major enhancement that the grant will provide is the addition of two full-time Juvenile Justice Workers, with the elimination of two full-time Community Outreach Workers currently in the Juvenile Justice Program. The two new Juvenile Justice Worker positions will take on the roles of Family Case Managers and will be able to sustain these new positions, as these positions will bill Medicaid for the Target Case Management that is provided. Currently, Community Outreach Workers do not perform this task and therefore, do not have the ability to bill or recoup any costs. As a condition of the grant, Jefferson County Human Services Department must begin providing services prior to the end of the current fiscal year.

The Human Services Director has requested that JCHSD accept the \$250,000 Youth Justice Innovation Grant and with this, to eliminate two full-time Community Outreach Worker positions and create two full-time Juvenile Justice Worker positions. On October 17, 2017, the Human Resources Committee reviewed the request from the Human Services Director, and is recommending acceptance of the Youth Justice Innovation Grant, as well as the elimination of two full-time Community Outreach Workers and creation of two full-time Juvenile Justice Workers, to be effective immediately upon passage of the resolution.

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

WHEREAS, many of the youth that are in the juvenile justice system of Jefferson County have been diagnosed with mental health disorders. Several of these youth have also incurred trauma, which can lead to emotion dysregulation, alcohol and/or drug use, poor impulse control, poor social skills and antisocial behaviors, and

WHEREAS, there continues to be a rise in youth with mental health diagnoses and youth with multiple diagnoses, such as mental health and AODA which has a direct correlation with the increase in out-of-home placements, including a notable increase in Temporary Physical Custody placements in either detention or shelter care, and

WHEREAS, funding is available through the Youth Justice Innovation Grant for two full-time Juvenile Justice Worker positions, with the elimination of two full-time Community Outreach Worker positions, and

WHEREAS, to meet this need for Jefferson County youth and their families, the Human Services Director and Human Services Board request, and the Human Resources Committee recommends, acceptance of the \$250,000 Youth Justice Innovation Grant, as well as the elimination of two full-time Community Outreach Workers and creation of two full-time Juvenile Justice Workers at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to eliminate two full-time Community Outreach Worker positions and create two full-time Juvenile Justice Worker positions at the Human Services Department, to become effective upon passage.

*Fiscal Note: The two Juvenile Justice Worker positions are fully funded through 2017 by Youth Justice Innovation Grant and the elimination of two full-time Community Outreach Worker positions; therefore, no tax-levy is required for this position. This resolution will result in a \$250,000 increase in both revenue and expenditures to cover the cost of salary, benefits, and other overhead for the remainder of 2017. 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  
Terri M. Palm: 10-10-17

10-24-17

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

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

### **Creating two full-time Enforcement Specialists I/II positions and eliminating two vacant, full-time Legal Assistant positions in the Child Support Agency**

#### Executive Summary

Between 2015 and present date, the Child Support Agency (CSA) transitioned from filing paper pleadings with the court to scanning and e-filing pleadings. This mandated change has resulted in an adjustment of workflow and a modification of job functions within the CSA, including eliminating the essential function of processing paper filings from the Legal Assistant job duties. This also has created the opportunity for a LEAN process change by reassigning the remaining functions of the Legal Assistant positions to the Enforcement Specialist I/II positions and allowing one case specialist to be assigned to a case from start to finish. This change will improve customer service by providing consistent supervision and follow up with an individual's case, as well as processing cases quicker and more proficiently.

As part of the 2018 budget process, and in preparation for this reorganizational plan, the Child Support Director requested the elimination of two full-time Legal Assistants and the creation of two full-time Enforcement Specialist I/II positions in June, 2018. As part this plan, there has already been reassignment of some job duties and current Legal Assistants have been provided training opportunities to become prepared for the duties of an Enforcement Specialist I/II. However, due to the recent vacancy of both Legal Assistant positions, the Child Support Director is requesting this change to occur immediately, as it would be a waste of resources to hire two Legal Assistants only to eliminate the positions and/or reassign the employees to Enforcement Specialist positions in seven months.

Therefore, the Child Support Director requests the elimination of two vacant, full-time Legal Assistant positions and the creation of two full-time Enforcement Specialist I/II positions. On October 17, 2017, the Human Resources Committee reviewed the request from the Child Support Director, and is supporting the request and recommending the elimination of two vacant, full-time Legal Assistant positions and the creation of two full-time Enforcement Specialist I/II positions in the Child Support Agency, to be effective immediately upon passage of the resolution.

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

WHEREAS, the Child Support Agency is now scanning and e-filing all pleadings and documents verses paper-filing the pleadings, and

WHEREAS, the e-filing process has significantly changed the workflow process and essential job duties of certain positions, and

WHEREAS, as a LEAN process change that allows the Child Support Agency better meet the needs of customers and the court system, the Child Support Director requests, and the Human Resources Committee recommends, the elimination of two vacant, full-time Legal Assistant positions and the creation of two full-time Enforcement Specialist I/II positions in the Child Support Agency.

NOW, THEREFORE, BE IT RESOLVED that the 2017 County Budget setting forth position allocations and funding at the Child Support Agency be and is hereby amended to eliminate two vacant, full-time Legal Assistant positions and create two full-time Enforcement Specialist I/II positions at the Child Support Agency, to become effective upon passage.

*Fiscal Note: All positions within the Child Support Agency are 2/3 federally funded through 2017 and 2018. The total annual cost due to the elimination of the two Legal Assistant positions and the creation of the two Enforcement Specialist I/II positions is \$6,844.00, requiring an increase of Federal funding of \$4,517.00 and an*

*increase of tax-levy of \$2,280 for 2018. This is an increase of total cost of \$1,140.00 for the remainder of 2017, requiring an increase of Federal funding of \$753 and an increase of tax-levy of \$387.00 for 2017. 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  
Terri M. Palm: 10-10-17

10-24-17

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

DRAFT



Human Resources  
41

Date Ran 9/20/2017  
Period 8  
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)	(253,048.00)	(253,048.00)	-	(379,572.00)	(126,524.00)	66.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	(13.00)	(13.33)	0.33	(20.00)	(7.00)	65.00%
451034	BADGE REPLACEMENT FEE	-	(1.67)	(5.00)	(13.33)	8.33	(20.00)	(15.00)	25.00%
<b>Totals</b>		<b>(31,631.00)</b>	<b>(31,634.33)</b>	<b>(253,066.00)</b>	<b>(253,074.67)</b>	<b>8.67</b>	<b>(379,612.00)</b>	<b>(126,546.00)</b>	<b>66.66%</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	11,661.91	13,220.25	95,005.51	105,762.00	(10,756.49)	158,643.00	63,637.49	59.89%
511210	WAGES-REGULAR	4,153.33	3,106.42	28,613.65	24,851.33	3,762.32	37,277.00	8,663.35	76.76%
511240	WAGES-TEMPORARY	-	-	110.50	-	110.50	-	(110.50)	#DIV/0!
511310	WAGES-SICK LEAVE	77.88	-	1,862.11	-	1,862.11	-	(1,862.11)	#DIV/0!
511320	WAGES-VACATION PAY	1,453.21	-	6,801.63	-	6,801.63	-	(6,801.63)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	22.00	-	176.00	(176.00)	264.00	264.00	0.00%
511340	WAGES-HOLIDAY PAY	209.47	-	4,026.54	-	4,026.54	-	(4,026.54)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	476.37	-	2,606.61	-	2,606.61	-	(2,606.61)	#DIV/0!
511380	WAGES-BEREAVEMENT	-	-	171.30	-	171.30	-	(171.30)	#DIV/0!
512141	SOCIAL SECURITY	1,375.26	1,235.08	10,197.25	9,880.67	316.58	14,821.00	4,623.75	68.80%
512142	RETIREMENT (EMPLOYER)	1,226.21	1,111.67	9,457.92	8,893.33	564.59	13,340.00	3,882.08	70.90%
512144	HEALTH INSURANCE	2,908.47	4,485.08	34,541.81	35,880.67	(1,338.86)	53,821.00	19,279.19	64.18%
512145	LIFE INSURANCE	3.17	3.92	27.78	31.33	(3.55)	47.00	19.22	59.11%
512150	FSA CONTRIBUTION	-	62.50	750.00	500.00	250.00	750.00	-	100.00%
512173	DENTAL INSURANCE	111.08	270.00	2,029.75	2,160.00	(130.25)	3,240.00	1,210.25	62.65%
512128	ARBITRATOR	-	66.67	800.00	533.33	266.67	800.00	-	100.00%
512129	OTHER PROFESSIONAL SERV	7,158.40	3,180.92	24,438.75	25,447.33	(1,008.58)	38,171.00	13,732.25	64.02%
512125	SECTION 125	1,760.61	2,272.00	18,135.20	18,176.00	(40.80)	27,264.00	9,128.80	66.52%
512126	ERGONOMICS	-	20.83	-	166.67	(166.67)	250.00	250.00	0.00%
512127	POSITION CLASSIFICATIONS	-	312.50	5,250.00	2,500.00	2,750.00	3,750.00	(1,500.00)	140.00%
512128	LABOR NEGOTIATIONS	-	-	117.50	-	117.50	-	(117.50)	#DIV/0!
512129	RECRUITMENT RELATED	51.85	83.33	352.20	666.67	(314.47)	1,000.00	647.80	35.22%
5121296	COMPUTER SUPPORT	-	367.00	4,636.39	2,936.00	1,700.39	4,404.00	(232.39)	105.28%
531298	UNITED PARCEL SERVICE UPS	11.12	-	15.15	-	15.15	-	(15.15)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW.	-	41.67	392.75	333.33	59.42	500.00	107.25	78.55%
531311	POSTAGE & BOX RENT	15.81	33.33	167.63	266.67	(99.04)	400.00	232.37	41.91%
531312	OFFICE SUPPLIES	31.77	60.83	327.15	486.67	(159.52)	730.00	402.85	44.82%
531313	PRINTING & DUPLICATING	-	83.33	591.92	666.67	(74.75)	1,000.00	408.08	59.19%
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	1,486.75	1,066.67	420.08	1,600.00	113.25	92.92%
531324	MEMBERSHIP DUES	14.92	50.83	409.09	406.67	2.42	610.00	200.91	67.06%

531326	ADVERTISING	-	-	88.50	-	88.50	-	(88.50)	#DIV/0!
531357	EMPLOYEE RECOGNITION	188.78	500.00	3,065.90	4,000.00	(934.10)	6,000.00	2,934.10	51.10%
532325	REGISTRATION	-	110.83	545.00	886.67	(341.67)	1,330.00	785.00	40.98%
532332	MILEAGE	9.45	32.83	276.96	262.67	14.29	394.00	117.04	70.29%
532334	COMMERCIAL TRAVEL	-	37.50	442.60	300.00	142.60	450.00	7.40	98.36%
532335	MEALS	-	27.92	162.02	223.33	(61.31)	335.00	172.98	48.36%
532336	LODGING	-	200.50	1,969.76	1,604.00	365.76	2,406.00	436.24	81.87%
532339	OTHER TRAVEL & TOLLS	-	5.42	65.00	43.33	21.67	65.00	-	100.00%
532350	TRAINING MATERIALS	2,569.00	1,833.33	5,207.37	14,666.67	(9,459.30)	22,000.00	16,792.63	23.67%
533225	TELEPHONE & FAX	7.81	4.17	36.58	33.33	3.25	50.00	13.42	73.16%
571004	IP TELEPHONY ALLOCATION	34.25	34.25	274.00	274.00	-	411.00	137.00	66.67%
571005	DUPLICATING ALLOCATION	19.42	19.42	155.36	155.33	0.03	233.00	77.64	66.68%
571009	MIS PC GROUP ALLOCATION	492.67	492.67	3,941.36	3,941.33	0.03	5,912.00	1,970.64	66.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	244.83	244.83	1,958.64	1,958.67	(0.03)	2,938.00	979.36	66.67%
591519	OTHER INSURANCE	69.24	89.25	553.92	714.00	(160.08)	1,071.00	517.08	51.72%
592006	WRS INTEREST	-	-	(45.85)	-	(45.85)	-	45.85	#DIV/0!

Totals	36,336.29	33,856.42	272,019.96	270,851.33	1,168.63	406,277.00	134,257.04	66.95%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	4,705.29	2,222.08	18,953.96	17,776.67	1,177.29	26,665.00	7,711.04
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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)	(31,054.00)	(31,054.00)	-	(46,581.00)	(15,527.00)	66.67%
474106	INTERGOVT SHARED SERVICES	(7,657.15)	(3,585.50)	(25,151.47)	(28,684.00)	3,532.53	(43,026.00)	(17,874.53)	58.46%
<b>Totals</b>		<b>(11,538.90)</b>	<b>(7,467.25)</b>	<b>(56,205.47)</b>	<b>(59,738.00)</b>	<b>3,532.53</b>	<b>(89,607.00)</b>	<b>(33,401.53)</b>	<b>62.72%</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	5,138.45	4,780.58	32,735.63	38,244.67	(5,509.04)	57,367.00	24,631.37	57.06%
511310	WAGES-SICK LEAVE	70.87	-	4,310.67	-	4,310.67	-	(4,310.67)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	649.46	-	649.46	-	(649.46)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	886.04	-	886.04	-	(886.04)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	-	-	27.44	-	27.44	-	(27.44)	#DIV/0!
512141	SOCIAL SECURITY	384.46	365.75	2,847.13	2,926.00	(78.87)	4,389.00	1,541.87	64.87%
512142	RETIREMENT (EMPLOYER)	354.21	325.08	2,625.34	2,600.67	24.67	3,901.00	1,275.66	67.30%
512144	HEALTH INSURANCE	906.89	1,398.58	10,768.90	11,188.67	(419.77)	16,783.00	6,014.10	64.17%
512145	LIFE INSURANCE	3.94	2.33	33.89	18.67	15.22	28.00	(5.89)	121.04%
512150	FSA CONTRIBUTION	-	20.83	250.00	166.67	83.33	250.00	-	100.00%
512173	DENTAL INSURANCE	35.73	90.00	675.00	720.00	(45.00)	1,080.00	405.00	62.50%
531303	COMPUTER EQUIPMT & SOFTW.	-	83.33	-	666.67	(666.67)	1,000.00	1,000.00	0.00%
531312	OFFICE SUPPLIES	-	4.17	15.14	33.33	(18.19)	50.00	34.86	30.28%
531313	PRINTING & DUPLICATING	-	2.08	21.21	16.67	4.54	25.00	3.79	84.84%
531320	SAFETY SUPPLIES	-	12.50	11.17	100.00	(88.83)	150.00	138.83	7.45%
531322	SUBSCRIPTIONS	-	-	558.34	-	558.34	-	(558.34)	#DIV/0!
531324	MEMBERSHIP DUES	75.00	29.17	285.00	233.33	51.67	350.00	65.00	81.43%
532325	REGISTRATION	20.00	84.17	140.00	673.33	(533.33)	1,010.00	870.00	13.86%
532332	MILEAGE	-	6.25	50.00	50.00	-	75.00	25.00	66.67%
532335	MEALS	-	6.25	-	50.00	(50.00)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	109.33	(109.33)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	83.33	-	666.67	(666.67)	1,000.00	1,000.00	0.00%
571004	IP TELEPHONY ALLOCATION	11.42	11.42	91.36	91.33	0.03	137.00	45.64	66.69%
571009	MIS PC GROUP ALLOCATION	82.08	82.08	656.64	656.67	(0.03)	985.00	328.36	66.66%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	40.83	40.83	326.64	326.67	(0.03)	490.00	163.36	66.66%
591519	OTHER INSURANCE	20.25	24.83	162.00	198.67	(36.67)	298.00	136.00	54.36%
<b>Totals</b>		<b>7,144.13</b>	<b>7,467.25</b>	<b>58,127.00</b>	<b>59,738.00</b>	<b>(1,611.00)</b>	<b>89,607.00</b>	<b>31,480.00</b>	<b>64.87%</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>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b>Total Business Unit</b>		<b>(4,394.77)</b>	<b>(0.00)</b>	<b>1,921.53</b>	<b>(0.00)</b>	<b>1,921.53</b>	<b>-</b>	<b>(1,921.53)</b>	



**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  
September, 2017**

Issues/Items for September, 2017:

- Personnel issues:
  - 5 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
    - 1 counseling
    - 0 extensions of probationary periods
    - 1 verbal warning
    - 0 written warning
    - 0 Performance Improvement Plan
    - 1 suspensions
    - 1 voluntary resignations
    - 0 terminations of employment
    - 1 other
    - 1 investigations on-going
  - 0 computer/phone record searches
  - 2 employee privacy complaint investigation
  - 0 new employee health-related concerns
  - 0 employee accommodation, not Leave of Absence
  - 1 extensions of leave of absences, 1 as accommodations
  - 0 individual employee EAP referrals, 0 work-related and 0 personal
  
- Benefits:
  - Recommended and received approval for a new FSA Administrator effective 1/1/18
  - Completed cost comparison of *actual* health insurance rates for 2018 budget
  - Scheduled Employee meetings with Deferred Compensation
  - Completed five employee group sessions to review FSA and Health Insurance for 2018
  - Coordinated second Health Assessment sessions for 2017

- Professional Development/Trainings:
  - Coordinated training availability on “Leading 5 Generation of Employees” on September 13, 2017. Attended by 3 supervisors. Webinar sponsored by NPELRA.
  - Attended demos for two time-keeping systems to determine coordination with the new ERP system, Munis.
  - Staff attended training on September 7, in Watertown to learn the Department of Employee Trust Fund’s new software/system for administering health, life and WRS
  - Staff participated in Deputy interviews for Walworth County on September 18.
  - Attended a Worker’s Compensation Cost Reform session in Pewaukee on September 27.
  - Attended training on “Off Duty Misconduct” with one other Supervisor on September 28 in Waukesha. Training was presented by Buelow Vetter, LLC.
  
- Recruitment and Retention:
  - Recruited for 4 positions and received/reviewed **101** applications
  - Processed 5 new hires/transfers and 1 promotion and 0 interim promotions.
  - Processed 5 employee separations/seasonal layoffs
  - Processed 0 status changes
  - Completed and/or reviewed 8 reference checks, 2 education checks, **4** caregiver background checks, **0** credit check and 0 criminal record checks on 4 candidates, of which 4 applicants were extended an offer and 0 are pending. 3 applicants accepted and **1** applicant declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored **72** active FMLA requests, both new and on-going
  - Received **3** First Report of Injuries, of which 0 were reportable
  - Accommodated 0 new disability requests
  - Denial of **0** sabbatical leave of absence
  - 0 bullying/hostile work environment investigation
  - **0** age discrimination concern investigated
  - **2** HIPAA violation investigation, 1 ongoing
  - 0 FMLA violation investigation
  - 0 retaliation violation investigation
  - 0 Unemployment Appeal
  - Continue to monitor 4 on-going Worker’s compensation claims. Received 1 notice of PPD recommendation
  - Participated in mediation for on-going EEO Claim
  
- Safety:
  - Monthly Safety Topic Home Eye Care Awareness
  - Completed and displayed over 30 evacuation maps in offices and meeting rooms throughout the Courthouse
  - Continue LOTO Procedures Project
  - Continue Job Hazard Assessments Project
  - Continue to update and convert MSDS sheets to SDS sheets as they become available

- Employee Recognition and Appreciation:
  - Distributed **52** birthday cupcakes for birthdays for the month of September
  - Distributed **5** Years of Service Thank you cards and gifts/gift options for the month of September, 2017
  
- Miscellaneous:
  - Recommended and selected a vendor for Employee-only Mass Alert Notification system to start January 1, 2018
  - Completed 1 performance evaluation for HR staff
  - Participated in Child Support Enforcement Specialist Interviews
  - Completed/updated **9** job descriptions, working toward the goal of completing job descriptions for over 200 positions

Action Items for October, 2017:

- Complete 10 job descriptions
- Participate in ERP training discussions
- Coordinate Annual Benefits Fair and Open Enrollment for Health and FSA for 2018
- Continue to monitor and enhance LEAN project of reducing recruitment time
- Offer a Safety Training opportunity
- Complete Evacuation maps for remainder of county facilities
- Complete Fire Evacuation plan and conduct Evacuation Drills at Courthouse
- Complete Job Hazard Assessments and create a Personal Protection Chart countywide
- Complete Job Hazard Assessments with Maintenance staff
- Complete LOTO training with Parks
- Complete a safety/building walkthrough and chemical inventory at Parks
- Complete Independent Contractor audit
- Complete overdue evaluations for Fair Park
- Complete RFP for Classification and Compensation Study

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
October 17, 2017**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- September, 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 September 19, 2017 Human Resources Committee meeting:

**Child Support Agency**

- Child Support Enforcement Specialist

**Fair Park**

- Fair Park Facility and Grounds Maintenance – Pool

**Human Services**

- Administrative Assistant II
- Community Development Worker
- Community Support Professional I/II
- Family Development Worker
- Juvenile Justice Worker

**Positions not authorized to fill:** N/A

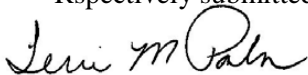
**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since the September 19, 2017 Human Resources Committee meeting.

- None

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

- Comprehensive Community Services Facilitator provided 3 steps following completion of her LPC licensure
- 1 request pending

Respectively submitted,



Terri M Palm  
Human Resources Director