

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

**Tuesday, December 18, 2018 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Laura Payne; Michael Wineke, Vice Chair

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. Communications
  - a. October – December, 2018 Retirement recognitions
7. Approval of November 20, 2018, Human Resources Committee Minutes
8. Discussion and possible action regarding position allocation changes for Health department Jail staffing, including consideration of the creation of a full-time Jail Public Health Nurse, an increase of hours to full-time for the Jail Nursing Supervisor and unfunding the Jail Nursing Supervisor position and consideration of contracting for services
9. Discussion and possible action regarding proposed organizational restructuring in the Clerk of Courts Office
10. Discussion and possible action to accept grant funding from the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program and to create one limited-term, full-time Mobility Manager position in the Human Services Department
11. Discussion and possible action to amend Personnel Ordinance HR0110, Definition of Terms(I), "Limited term employee"
12. Review of November, 2018 Monthly Financial Reports for Human Resources and Safety
13. Report from Human Resources Director:
  - a. November, 2018, monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence requests
  - e. Additional Steps and/or Benefits and/or Interim Appointments provided to employees
14. Set next meeting date and agenda items
15. Adjournment

**Next scheduled meeting: Tuesday, January 15, 2019 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.

	<b>DEPARTMENT</b>	<b>Job Title</b>	<b>End Date</b>	<b>Start Date</b>	
Dale Naatz	Highway	Highway Worker	10/1/2018	9/2/1986	<b>32.10</b>
Michael Gosh	JCSO	Deputy - Patrol	10/2/2018	9/25/1990	<b>28.00</b>
Randy Podratz	JCSO	Deputy - Patrol	12/16/2018	1/25/1988	<b>30.90</b>
					<b>0.00</b>
					<b>91.00</b>
					<b>0.00</b>

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

November 20, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Michael Wineke, Vice Chair. Laura Payne present at 8:32am. **Quorum established.** Others staff present: Alex Morrison, Administration Intern; Diane Nelson, Public Health Nurse Manager; 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 B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: None.
7. Approval of October 16, 2018, Human Resources Committee Minutes. **Motion by M. Wineke, second by G. Patrick, to approve the Human Resources Committee October 16, 2018 minutes as presented. Motion passed 4:0.**
8. Discussion and possible action regarding position allocation changes for Health department Jail staffing, including consideration of the creation of a full-time Jail Public Health Nurse, an increase of hours to full-time for the Jail Nursing Supervisor and unfunding the Jail Nursing Supervisor position and consideration of contracting for services. D. Nelson, T. Palm and B. Wehmeier discussed the two recent vacancies, leaving one full-time and one weekend position for jail coverage, as well as recruitment challenges, particularly for a supervisor position in the jail-setting. Also discussed was the possibility of contracting for services.
9. **Motion by M. Wineke, second by K. Lund, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session," for the purpose of discussing a Memo of understanding regarding health insurance contributions and wages with Local 102 Bargaining unit.** Motion by L. Payne, second by K. Lund, to convene into closed session. Roll call: K. Lund, Aye; L. Payne, Aye; J. Braughler, Aye; G. Patrick, Aye; G. Patrick, Aye. Moved into closed session 8:45 a.m.  
  
*Also present: A. Morrison, T. Palm-Kostroski, B. Ward and B. Wehmeier.*
10. **Motion by M. Wineke, second by K. Lund, to reconvene into open session. Motion passed 5:0. Reconvened into open session at 8:49a.m.**  
  
**Motion by M. Wineke, second by L. Payne, to approve the Memo of Understanding regarding health insurance contributions and wages with Local 102 Bargaining unit as presented. Motion passed 5:0.**
11. Review of October, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
12. Report from Human Resources Director. T. Palm reviewed the October, 2018, monthly accomplishments and goals. It

was noted that open enrollment for the health insurance and several investigations was the focus of attention in October. Also discussed were professional development opportunities for staff. There were 12 vacant positions authorized to recruit for, with 1 request pending; 1 emergency help request approved, 0 leave of absence request and no additional steps or benefits approved. **Discussion only, no action taken.**

13. Set next meeting date and agenda items: Tuesday, December 18, 2018 at 8:30 a.m. to address possible position allocation changes for Jail nursing staff.
14. Adjournment **Motion by K. Lund, second by G. Patrick, to adjourn. Motion Passed 5:0. Meeting adjourned at 9:04a.m.**

**RESOLUTION NO. 2018-\_\_\_\_**

**Creating one full-time Jail Public Health Nurse position, eliminating one part-time Jail Public Health Nurse Supervisor position and creating one unfunded full-time Jail Public Health Nurse Supervisor position**

Executive Summary

The Jefferson County jail has consistently experienced nursing staffing issues over the last few years due to the difficulty in recruiting and retaining part-time positions to work weekend and evening hours. With the recent vacancies of both the part-time Jail Public Health Nurse supervisor and full-time evening Jail Licensed Practical Nurse positions, organizational changes to the staffing structure are being proposed. The Health Director/Officer and the Chief Deputy are recommending creating one full-time Jail Public Health Nurse position that will include weekend coverage, and eliminating one part-time Jail Public Health Nurse Supervisor position. This recommendation also creates one unfunded full-time Jail Public Health Nurse Supervisor position which may be filled at a future date. The jail nursing staff will continue to be supervised by the Jefferson County Health Department and funded through the Jefferson County Sheriff's Office.

On December 18, 2018, the Human Resources Committee reviewed the request from the Health Director/Officer and Chief Deputy and recommended forwarding this resolution to the County Board to create one full-time Jail Public Health Nurse position, eliminate one part-time Public Health Nurse Supervisor position and create one unfunded full-time Jail Public Health Nurse Supervisor position which may be filled at a future date.

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

WHEREAS, recruitment and retention for part-time evening and weekend nursing coverage in the jail has proven difficult, and

WHEREAS, there is an opportunity to restructure the organizational staffing of jail nursing with the current vacancies of one part-time jail Public Health Nurse Supervisor position and one Jail Licensed Practical Nurse position, and

WHEREAS, the new jail nursing organizational structure will provide additional staffing to cover evening and weekend hours.

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget setting forth position allocations in the Health Department and funding through the Sheriff's Office budget be and is hereby amended to include the creation of one full-time Jail Public Health Nurse position, the elimination of one part-time Jail Public Health Nurse Supervisor position and the creation of one unfunded full-time Jail Public Health Nurse Supervisor position, to become effective upon passage.

*Fiscal Note: The total 2019 Jail Nursing Staff budget is currently \$264,892. This proposed amendment to the Jail Nursing Staff budget will cost \$264,759, resulting in a budget decrease of \$133.00. Therefore, no additional tax-levy is required upon passage of this resolution. 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).*

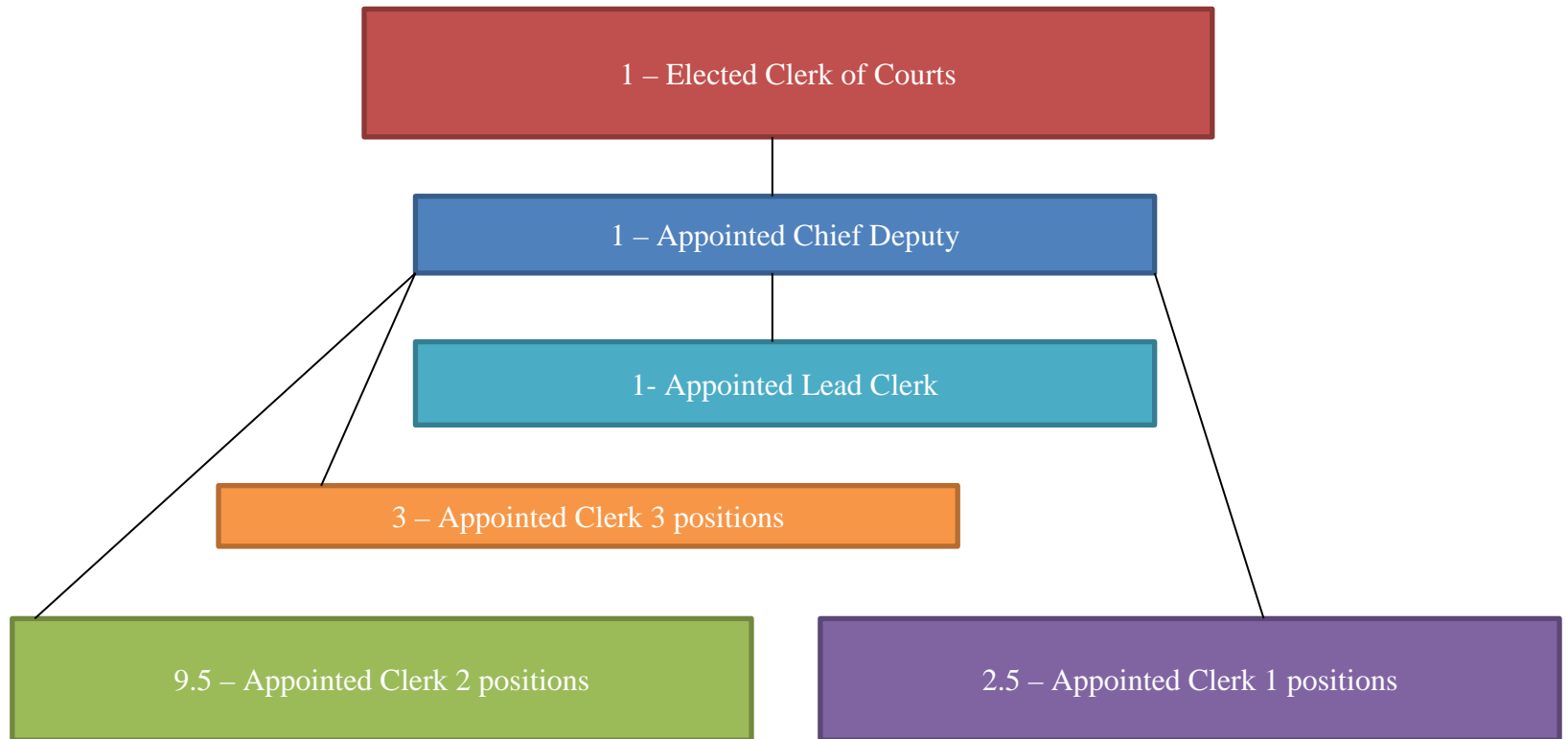
Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

01-08-19

Terri M. Palm: 12-13-18

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



Note - Staff in other parts of the court system are also under the COC umbrella as it relates to the budget. In addition, COC staff are also called upon to cover support staff assignments when RIP, FCC, FCS and/or the JA's are off.

1 – Elected Clerk of Courts

1 – Appointed Chief Deputy Operations

1 – Appointed Chief Deputy Financial

1 – Appointed Court Coordinator

3 – Appointed Clerk 3 positions  
(1 – Criminal/Traffic; 1 – Civil/Family/Small Claims;  
1 – Court and 1 – RIP/Admin.)

12 - Appointed Clerk 2 and 1 positions

Note - Staff in other parts of the court system are also under the COC umbrella as it relates to the budget. In addition, COC staff are also called upon to cover support staff assignments when RIP, FCC, FCS and/or the JA's are off.

## 1 – Elected Clerk of Courts

Oversee budget

Oversee case management/record keeping

Oversee judgment and lien dockets

Oversee collections

Oversee investments

Oversee service contracts

Manage the law library

Ensure legal resources are kept current

Establish & promote policies that allow reasonable access to records

Oversee report preparation

Review, submit or present reports

Manage staffing

Attend conferences, training and committee meetings

Manage record retention /purging of records

Court record designee

Establish case management policies

Act a liaison with court and other offices

## 1 – Appointed Chief Deputy Operations

- Monitor case management/record keeping
- Monitor judgment and lien dockets
- Monitoring record compliance with statutory obligations relating to confidentiality
- Work with Clerk and other Chief Deputy on preparation of annual reports, jury report and reimbursement reports
- Establish case management procedures
- In the absence of the Clerk, address case management/operations issues
- Attend meetings/training as assigned
- Assist with staffing – hiring, firing, discipline
- Cross train with Chief Deputy Financial

## 1 – Appointed Chief Deputy Financial

- Monitor budget
- Monitor collection
- Monitor investments
- Monitor service contracts
- Work with Clerk and other Chief Deputy on preparation of annual reports, jury report and reimbursement reports
- Establish financial management procedures
- In the absence of the Clerk, address financial issues
- Attend meetings/trainings as assigned
- Assist with staffing – hiring, firing, discipline
- Cross train with Chief Deputy Operations

## 1 – Appointed Court Coordinator

- Monitor and assign court coverage
- Monitor and schedule interpreters
- Review and approved interpreter billings for processing
- Coordinate court staffing during transition to new court structure.
- Cross train staff to accommodate needs of new court structure
- Create and maintain court training and operational information.
- Train new court staff
- Monitor work product compliance and provide feedback
- Communicate concerns within work unit
- Provide input regarding work product upon request

\* The proposed 2019 court scheduling change is system overhaul and will impact all areas of court scheduling, staffing and processing. Having a Coordinator during this transition is vital. This position will change significantly post transition and should be re-evaluated at that time.

## 3 – Appointed Clerk 3 positions

(1 – Criminal/Traffic; 1 – Civil/Family/Small Claims and 1 – RIP/Admin.)

- Create and maintain unit training and operational information.
- Train new staff
- Monitor and schedule cross training within units
- Monitor work product compliance and provide feedback
- Communicate concerns within work unit
- Provide input regarding work product upon request
- \*RIP/Admin position would also assist with payroll, vacation, supplies.



**RESOLUTION NO. 2018-\_\_\_\_\_**

**Restructuring of the Clerk of Courts Office**

Executive Summary

The Jefferson County Clerk of Courts is currently structured as follows:

Clerk of Courts Division

- 1 Clerk of Circuit Court,
- 1 Chief Deputy Court Clerk
- 1 Lead Deputy Court Clerk
- 3 Deputy Court Clerk III
- 11 Deputy Court Clerk I/II
- 1 Coop Intern

Register in Probate Division

- 1 Register in Probate/Circuit Court Commissioner
- 2 Dep Register in Probate/Juvenile Clerk I/II (1FT, 1PT)

The Clerk of Court-Elect is proposing the following structural change:

Clerk of Courts Division

- 1 Clerk of Circuit Court,
- 1 Chief Operating Officer
- 1 Chief Finance Officer
- 1 Court Coordinator
- 2 Deputy Court Clerk III
- 1 Deputy Court Clerk II/III
- 10 Deputy Court Clerk I/II (9 FT, 1 PT)
- .5 Deputy Court Clerk II/Deputy Register in Probate (shared FT with RIP)
- 1 Coop Intern

Register in Probate Division

- 1 Register in Probate/Circuit Court Commissioner
- 1 Deputy Register in Probate/Juvenile Clerk II/III
- .5 Deputy Court Clerk II/Deputy Register in Probate (shared FT with COC)

On December 18, 2018, the Human Resources Committee reviewed the request from the Clerk of Courts-Elect and recommended forwarding this resolution to the County Board to approve the staffing restructuring as proposed.

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

WHEREAS, the Clerk of Courts-Elect is proposing to eliminate the current staffing structure in the Clerk of Courts and Register in Probate Divisions, and

WHEREAS, the Clerk of Courts-Elect is proposing to create a staffing structure in the Clerk of Courts division to include one Chief Operating Officer position, one Chief Financial Officer position, three Deputy Court Clerk III positions, eleven Deputy Court Clerk I/II positions (ten FT, one PT), one .5 Deputy Court Clerk II/Deputy Register in Probate position (shared full-time with the Register in Probate), and one Coop Intern position, and

WHEREAS, the Clerk of Courts-Elect is proposing to create a staffing structure in the Register in Probate division to include one Register in Probate/Circuit Court Commissioner position, one Deputy Register in Probate/Juvenile Clerk III position and one .5 Deputy Court Clerk II/Deputy Register in Probate position (shared full-time with the Clerk of Courts).

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget setting forth position allocations in the Clerk of Courts Office, is hereby amended to eliminate all current non-constitutional positions in the Clerk of Courts Division and the Register in Probate Division in the Clerk of Courts Office.

BE IT FURTHER RESOLVED that the 2019 County Budget setting forth position allocations in the Clerk of Courts Office, is hereby amended to create a new structure consisting of non-constitutional positions of one Chief Operating Officer position, one Chief Financial Officer position, three Deputy Court Clerk III positions, eleven Deputy Court Clerk I/II positions (ten FT, one PT), one .5 Deputy Court Clerk II/Deputy Register in Probate position (shared full-time with the Register in Probate), and one Coop Intern position in the Clerk of Courts Division.

BE IT FURTHER RESOLVED that the 2019 County Budget setting forth position allocations in the Clerk of Courts Office, is hereby amended to create a new structure consisting of one Register in Probate/Circuit Court Commissioner position, one Deputy Register in Probate/Juvenile Clerk III position and one .5 Deputy Court Clerk II/Deputy Register in Probate position (shared full-time with the Clerk of Courts) in the Register in Probate division.

*Fiscal Note: The Chief Operating Officer position, Chief Financial Officer position and the Deputy Court of Clerk III positions shall be evaluated for placement within the County's grade and step system. Based on projections, there will be a savings of \$11,453 in the Clerk of Courts Office; therefore, no 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

01-08-19

Terri M. Palm: 12-13-18

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

all others said "no"

many VAs

Grant 1401  
1/1/19 -

12/31/19  
\$80,000

\$17,000  
Est 2019  
3000

Dunn & Rock

The Jefferson County Human Services transportation coordination aims to improve transportation services for persons with disabilities, older adults and individuals with lower incomes by ensuring that communities coordinate transportation resources through multiple federal programs. This position will be responsible for Mobility Management which, under the Federal Transit Administration (FTA) definition: "consists of short-range planning, management activities and projects for improving coordination among public transportation and other transportation service providers with the intent of expanding the availability of services."

- ❖ The Mobility Manager would be responsible for community transportation planning, coordination; navigation and travel training to assist people to choose, obtain and maintain transportation options which best accommodate their unique travel choices and needs.
- ❖ The Mobility Manager would work with all the community transportation services to improve coordination of services and increase and/or develop accessible transportation resources in the communities and promote available transportation resources to county residents, businesses and organizations of Jefferson County.
- ❖ The Mobility Manager would secure a web based travel planner to match a person's travel needs to transportation options, public and private, that are available in the community.
- ❖ The Mobility Manager would need to facilitate regular meeting of the public transportation providers in order to develop collaborative strategies to improve mobility.
- ❖ The Mobility manager will identify unmet transportation needs and record information into a database or spreadsheet to analyze and assist with community planning activities to help identify transportation solutions to resolve the identified unmet/under-met needs.
- ❖ The Mobility Manager will counsel people with disabilities on the transportation options that will accommodate the travelers' needs and assist people with disabilities navigate the transportation system by practicing person centered transportation planning.
- ❖ The Mobility Manager will maintain a performance monitoring system that is sufficient in providing statistics necessary to make quarterly assessment of all services provided
- ❖ Implement other marketing programs designed to increase a positive consumer awareness of transportation services.
- ❖ The Mobility Manager will find the best and most affordable transportation options by securing an advanced solution of software to manage a one-call one-click transportation resource center to get people where they need/want to go.
- ❖ The Mobility Manager will assist in the development and utilization of innovative transportation resources including but not limited to the following: Rideshare services, Voucher Programs, Vanpool Services, travel planning technology, donated car programs, adaptive vehicle services, and ADA Services.

lll

**RESOLUTION NO. 2018-\_\_\_\_**

**Accepting grant funding through the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program and creating a limited term, full-time Mobility Manager position at the Human Services Department**

Executive Summary

Jefferson County Human Services was recently awarded a one-year grant from the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program. The program aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options. This program supports transportation services planned, designed, and carried out to meet the special transportation needs of seniors and individuals with disabilities in all areas. The County will receive \$80,000 State funding and \$17,000 from Easter Seals of Wisconsin, with \$5914 in-kind match from Jefferson County.

The new funding will be utilized to create one limited term, full-time position of a Mobility Manager through December 31, 2019. The Mobility Manager will require a Bachelor's degree or equivalent and will be responsible for Mobility Management, which consists of short-range planning, management activities and projects for improving coordination among public transportation and other transportation service providers with the intent of expanding the availability of services. This program and position will also support the County's Strategic Action Plan and goal to "institute a transportation plan of conventional and non-conventional means to connect resources and residents."

On December 18, 2018, the Human Resources Committee reviewed the request from the Human Services Director and recommended forwarding this resolution to the County Board to accept the grant funding of \$97,000 and create one limited-term, full-time Mobility Manager position at the Human Services Department.

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

WHEREAS, the issue of transportation continues to be a concern throughout the County, specifically the need to connect residents with the services provided in the County, and

WHEREAS, grant funding is available from the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program, and

WHEREAS, to meet this need for Jefferson County citizens, the Human Services Director requests, and the Human Resources Committee recommends, creation of one limited term, full-time Mobility Manager position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget be amended to accept the grant funding from the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program in the amount of \$97,000.

BE IT FURTHER RESOLVED that the 2019 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to include one limited term, full-time Mobility Manager position at the Human Services Department, to become effective upon passage.

*Fiscal Note: The Mobility Manager position is budgeted for \$75,422 annually for salary and fringe benefits and is fully funded through the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program; therefore, no tax-levy is required for this position. The remaining \$21,578 of the grant and County in-kind match is budgeted for overhead and other program related expenses. 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

01-08-19

Terri M. Palm: 12-12-18

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

**ORDINANCE NO. 2018-\_\_\_\_\_**

**Amending Personnel Ordinance section HR0110(L), Definition of Terms, “Limited Term Employee” to authorize Jefferson County to offer health and dental insurance to limited term employees**

Executive Summary

On September 11, 2018, the Jefferson County Board of Supervisors approved withdrawing from the Wisconsin Public Employer’s Group Health Insurance Plan (the State Plan) and designating Dean Health Plan as the Employee Health Insurance provider for the Dodge Jefferson Consortium. This change provides the opportunity for the County to offer Health Insurance to Limited Term Employees (LTE) who are otherwise qualified by working the required minimum number of hours annually. Furthermore, under the Affordable Care Act (ACA), LTEs may be *required* to be recognized as full-time employees for the purpose of employer offered health insurance. Currently, the Personnel Ordinance prohibits offering limited term employees health insurance. If an LTE is considered full-time under the ACA and the County does not offer the LTE health insurance, the County would risk paying an Employer Shared Responsibility Penalty of approximately \$3575 (adjusted annually) for each occurrence if the LTE applies for health coverage in the Marketplace and receives a subsidy. Offering health insurance as an employee benefit may also help attract qualified candidates for LTE positions. The County’s annual cost for a family health plan is \$16,949.

On December 18, 2018, the Human Resources Committee considered this resolution and- recommended amending Personnel Ordinance section HR0110, Definition of Terms, to allow Jefferson County to offer health and dental insurance to limited term employees ~~for the purpose of ensuring compliance with the Affordable Care Act and~~ attracting qualified candidates for LTE positions as determined by the County Administrator.

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

WHEREAS, the Jefferson County Board of Supervisors approved withdrawing from the Wisconsin Public Employer’s Group Health Insurance Plan (the State Plan) and designating Dean Health Plan as the Employee Health Insurance provider for eligible county employees, effective January 1, 2019, and

WHEREAS, offering health insurance to otherwise qualified Limited Term Employees may assist in recruitment for qualified candidates, and

WHEREAS, not offering health insurance to otherwise qualified Limited Term Employees may result in the County being assessed penalties under the Affordable Care Act.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Personnel Ordinance section HR0110, Definition of Terms, to allow offering health and dental insurance to limited term employees at the discretion of the County Administrator ~~for the purpose of ensuring compliance with the Affordable Care Act and~~ attracting qualified candidates for LTE positions.

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Section HR0110(L), Definition of Terms, is amended as follows:

**HR0110            DEFINITION OF TERMS**

- 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, but may, at the discretion of the County Administrator, be offered County health and dental insurance if otherwise qualified. 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]

Section 2. This ordinance shall be effective January 1, 2019, after passage and publication as provided by law.

*Fiscal Note: The fiscal impact will be based on the number of limited term employees who are offered and accept health and dental insurance under the County's health insurance plan. The potential annual cost of not offering health insurance to limited term employees is approximately \$3575 per occurrence as a penalty under the Affordable Care Act. If health and dental insurance is offered, the potential annual cost is \$18,0296,949 per limited term employee receiving county funded health insurance.*

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

Requested by Human Resources Committee

01-08-19

Terri M. Palm: 12-13-18

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

12/14/2018  
14:59:12

Jefferson County  
FLEXIBLE PERIOD REPORT

PAGE 1  
glflxrpt

FROM 2018 01 TO 2018 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-402,357	-5,000	-407,357	-373,410.62	.00	-33,946.38	91.7%
12301 451002 Private Party Photocopy	-20	0	-20	-74.88	.00	54.88	374.4%
12301 451034 Badge Replacement Fee	-20	0	-20	-29.32	.00	9.32	146.6%
12301 511110 Salary-Permanent Regular	168,153	0	168,153	130,091.18	.00	38,061.82	77.4%
12301 511210 Wages-Regular	49,869	0	49,869	38,259.25	.00	11,609.75	76.7%
12301 511310 Wages-Sick Leave	0	0	0	2,014.19	.00	-2,014.19	.0%
12301 511320 Wages-Vacation Pay	0	0	0	8,245.55	.00	-8,245.55	.0%
12301 511330 Wages-Longevity Pay	279	0	279	.00	.00	279.00	.0%
12301 511340 Wages-Holiday Pay	0	0	0	4,941.60	.00	-4,941.60	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	4,809.78	.00	-4,809.78	.0%
12301 512141 Social Security	16,430	0	16,430	13,627.99	.00	2,802.01	82.9%
12301 512142 Retirement (Employer)	14,626	0	14,626	12,620.31	.00	2,005.69	86.3%
12301 512144 Health Insurance	55,245	0	55,245	47,181.24	.00	8,063.76	85.4%
12301 512145 Life Insurance	43	0	43	37.34	.00	5.66	86.8%
12301 512150 FSA Contribution	750	0	750	750.00	.00	.00	100.0%
12301 512173 Dental Insurance	3,240	0	3,240	2,834.18	.00	405.82	87.5%
12301 521218 Arbitrator	800	0	800	.00	.00	800.00	.0%
12301 521219 Other Professional Serv	16,003	60,000	76,003	92,765.00	2,090.00	-18,852.00	124.8%
12301 521225 Section 125	22,642	0	22,642	18,186.50	2,615.00	1,840.50	91.9%
12301 521227 Position Classifications	6,000	0	6,000	6,960.00	.00	-960.00	116.0%
12301 521229 Recruitment Related	1,000	0	1,000	1,559.11	.00	-559.11	155.9%
12301 521296 Computer Support	4,678	0	4,678	4,678.68	.00	-.68	100.0%
12301 531243 Furniture & Furnishings	1,140	0	1,140	.00	.00	1,140.00	.0%
12301 531298 United Parcel Service	0	0	0	5.62	.00	-5.62	.0%
12301 531303 Computer Equipmt & Software	500	5,000	5,500	876.86	.00	4,623.14	15.9%
12301 531311 Postage & Box Rent	275	0	275	238.18	.00	36.82	86.6%
12301 531312 Office Supplies	970	0	970	137.33	.00	832.67	14.2%
12301 531313 Printing & Duplicating	950	0	950	1,138.13	.00	-188.13	119.8%
12301 531323 Subscriptions-Tax & Law	1,600	0	1,600	1,440.94	.00	159.06	90.1%
12301 531324 Membership Dues	640	0	640	384.08	.00	255.92	60.0%
12301 531326 Advertising	0	0	0	3,800.00	1,900.00	-5,700.00	.0%
12301 531357 Employee Recognition	6,655	0	6,655	4,181.47	.00	2,473.53	62.8%
12301 532325 Registration	2,339	0	2,339	1,880.00	.00	459.00	80.4%
12301 532332 Mileage	708	0	708	234.07	.00	473.93	33.1%
12301 532334 Commercial Travel	400	0	400	450.08	.00	-50.08	112.5%
12301 532335 Meals	519	0	519	175.69	.00	343.31	33.9%
12301 532336 Lodging	2,630	0	2,630	2,172.07	.00	457.93	82.6%
12301 532339 Other Travel & Tolls	165	0	165	70.00	.00	95.00	42.4%

12/14/2018  
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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532350 Training Materials	14,100	0	14,100	7,068.43	.00	7,031.57	50.1%
12301 533225 Telephone & Fax	50	0	50	42.73	.00	7.27	85.5%
12301 535242 Maintain Machinery & Equip	0	0	0	242.97	.00	-242.97	.0%
12301 571004 IP Telephony Allocation	326	0	326	298.87	.00	27.13	91.7%
12301 571005 Duplicating Allocation	273	0	273	250.25	.00	22.75	91.7%
12301 571009 MIS PC Group Allocation	4,989	0	4,989	4,573.25	.00	415.75	91.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,485	0	2,485	2,277.88	.00	207.12	91.7%
12301 591519 Other Insurance	925	0	925	1,148.73	.00	-223.73	124.2%
TOTAL Human Resources	0	60,000	60,000	49,134.71	6,605.00	4,260.29	92.9%
TOTAL General Fund	0	60,000	60,000	49,134.71	6,605.00	4,260.29	92.9%
TOTAL REVENUES	-402,397	-5,000	-407,397	-373,514.82	.00	-33,882.18	
TOTAL EXPENSES	402,397	65,000	467,397	422,649.53	6,605.00	38,142.47	



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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	60,000	60,000	49,134.71	6,605.00	4,260.29	92.9%

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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12302 Safety							
12302 411100 General Property Taxes	-54,903	0	-54,903	-50,327.75	.00	-4,575.25	91.7%
12302 474106 Intergovt Shared Services	-44,873	0	-44,873	-22,491.69	.00	-22,381.31	50.1%
12302 511110 Salary-Permanent Regular	60,302	0	60,302	25,615.35	.00	34,686.65	42.5%
12302 511210 Wages-Regular	0	0	0	498.78	.00	-498.78	.0%
12302 511310 Wages-Sick Leave	0	0	0	1,312.98	.00	-1,312.98	.0%
12302 511320 Wages-Vacation Pay	0	0	0	3,452.48	.00	-3,452.48	.0%
12302 511340 Wages-Holiday Pay	0	0	0	914.46	.00	-914.46	.0%
12302 511350 Wages-Miscellaneous(Comp)	0	0	0	336.41	.00	-336.41	.0%
12302 511380 Wages-Bereavement	0	0	0	586.92	.00	-586.92	.0%
12302 512141 Social Security	4,613	0	4,613	2,464.63	.00	2,148.37	53.4%
12302 512142 Retirement (Employer)	4,040	0	4,040	1,981.72	.00	2,058.28	49.1%
12302 512144 Health Insurance	17,502	0	17,502	6,198.69	.00	11,303.31	35.4%
12302 512145 Life Insurance	52	0	52	17.48	.00	34.52	33.6%
12302 512150 FSA Contribution	250	0	250	250.00	.00	.00	100.0%
12302 512173 Dental Insurance	1,080	0	1,080	494.99	.00	585.01	45.8%
12302 531303 Computer Equipmt & Software	300	0	300	2,637.50	6,555.00	-8,892.50	%
12302 531312 Office Supplies	0	0	0	9.30	.00	-9.30	.0%
12302 531313 Printing & Duplicating	20	0	20	40.63	.00	-20.63	203.2%
12302 531320 Safety Supplies	30	0	30	75.54	.00	-45.54	251.8%
12302 531322 Subscriptions	3,758	0	3,758	3,757.34	.00	.66	100.0%
12302 531324 Membership Dues	300	0	300	315.00	.00	-15.00	105.0%
12302 531326 Advertising	0	0	0	702.55	.00	-702.55	.0%
12302 532325 Registration	1,270	0	1,270	886.50	.00	383.50	69.8%
12302 532332 Mileage	95	0	95	.00	.00	95.00	.0%
12302 532335 Meals	60	0	60	43.66	.00	16.34	72.8%
12302 532336 Lodging	164	0	164	60.00	.00	104.00	36.6%
12302 532350 Training Materials	4,317	0	4,317	2,760.81	.00	1,556.19	64.0%
12302 571004 IP Telephony Allocation	109	0	109	99.88	.00	9.12	91.6%
12302 571005 Duplicating Allocation	11	0	11	10.12	.00	.88	92.0%
12302 571009 MIS PC Group Allocation	832	0	832	762.63	.00	69.37	91.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	414	0	414	379.50	.00	34.50	91.7%
12302 591519 Other Insurance	257	0	257	317.35	.00	-60.35	123.5%
TOTAL Safety	0	0	0	-15,836.24	6,555.00	9,281.24	.0%
TOTAL General Fund	0	0	0	-15,836.24	6,555.00	9,281.24	.0%
TOTAL REVENUES	-99,776	0	-99,776	-72,819.44	.00	-26,956.56	
TOTAL EXPENSES	99,776	0	99,776	56,983.20	6,555.00	36,237.80	

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Jefferson County  
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-15,836.24	6,555.00	9,281.24	.0%



**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

**Vacant**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
November, 2018**

Issues/Items for November 2018:

- Personnel issues:
  - 6 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
    - 3 counselings
    - 0 extensions of probationary periods
    - 0 verbal warning
    - 1 written warning
    - 1 Performance Improvement Plan
    - 1 suspensions
    - 0 voluntary resignations
    - 1 terminations of employment
    - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
    - 0 investigations on-going
  - 0 computer/phone/camera record searches
  - 0 employee privacy complaint investigation
  - 0 new employee health-related concerns
  - 0 ergonomic review of work station
  - 0 employee accommodation, not Leave of Absence
  - 0 extensions of leave of absences, 0 as accommodations
  - 0 denial of leave of absence
  - 2 individual employee EAP referrals, 1 work-related and 1 personal
  - 0 termination, non-disciplinary
- Benefits:
  - Completed open enrollment for Health Insurance, enrolling 478 active and retiree participants with Dean Health Plan and 1267 total lives. Total of 428 active employees with the HMO HDHP; 6 active employees with the HMO Low Deductible plan; 37 retirees with the HMO HDHP; 5 retirees with the HMO HDHP; 1 retiree with the PPO Low Deductible out of state (OOS) and 1 retiree with the PPO HDHP OOS.
  - Enrolled 3 individuals in the HRA.
  - Enrolled 23 individuals in the Dependent Care FSA, 7 employees in the Health Care FSA and 46 employees in the Limited FSA.
  - Enrolled 424 employees in the H.S.A.

- Professional Development/Trainings:
  - Coordinated and funded attendance for 16 supervisors and other leaders to attend *Strategic Planning 101*, a UW-Whitewater Local Government Leadership Workshop on November 16 in Janesville.
  - Participating in Priority Based Budgeting weekly sessions.
  
- Recruitment and Retention:
  - Posted 13 new positions and received/reviewed **103** applications
  - Processed **5** new hires and **4** promotion/transfers and 0 interim promotion. 0 rehires.
  - Processed 5 employee separations/seasonal layoffs
  - Processed 3 status changes
  - Completed and/or reviewed **0** reference checks, 0 education checks, **0** caregiver background checks, **0** credit check and **0** criminal record checks on **0** candidates, of which **0** applicants were extended an offer and **0** are pending an offer. **0** applicants accepted. **0** candidates declined.
  
- Employment Law/Personnel Ordinance/Employee Labor Relations:
  - Monitored **129** active FMLA requests, both new and on-going.
  - Received 2 First Report of Injuries, of which **1** was reportable
  - Accommodated **0** new disability requests
  - Denial of **0** sabbatical leave of absence
  - 0 bullying/hostile work environment investigation
  - 2 harassment investigation
  - **0** age discrimination concern investigated
  - **1** HIPAA violation investigation,
  - 0 FMLA violation investigation
  - 0 retaliation violation investigation
  - 1 Unemployment Appeal
  - Continue to monitor 2 on-going Worker's compensation claims with 0 claim settled
  - 0 Nepotism investigation, ongoing
  
- Safety:
  - Monthly Safety Topic: OSHA Issues final Crane operator certification rule
  - Conducted 0 ergonomic assessment
  
- Employee Recognition and Appreciation:
  - Distributed 45 Birthday cupcakes for birthdays for the month of November
  - Distributed **5** Years of Service Thank you cards and gifts/gift options for the month of November
  - Recognized and honored 34 employees and county board members for their service on Veteran's Day.
  - Coordinated employee and family group outing to see "Elf" at the Fireside.
  
- Miscellaneous:
  - HR staff participated in 12 all-day training on MUNIS Human Resources/Payroll set up
  - Drafted **0** resolutions for Committee/Board
  - Responded to 0 new open records request
  - Completed 2 staff annual performance evaluations

Action Items for December, 2018:

- Plan an employee recognition event for December
- Complete RFP for employee voluntary benefits
- Finalize AlertSense, grouping employees, for more efficient notifications to employees
- Participate in ERP training discussions
- 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 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 at county facilities
- Complete Independent Contractor audit
- Successfully recruit for Safety Coordinator

Respectfully Submitted,



Terri M Palm  
Human Resources Director

**Report to Human Resources Committee  
December 18, 2018**

**MONTHLY ACCOMPLISHMENTS/GOALS:**

- November 2018, report included

**VACANT POSITION REQUESTS AUTHORIZED TO FILL:** The County Administrator and Human Resources Director have reviewed the following vacant position requests since November 20, 2018:

- **Clerk of Courts**
  - Child Custody Evaluator, full-time
- **Corporation Counsel**
  - Paralegal II, full-time
- **Health Department**
  - Public Health Nurse, full-time
- **Highway Department**
  - Highway Worker, full-time x 4
- **Human Services**
  - Community Outreach Worker, Wraparound , full-time
- **Sheriff's Office**
  - Communications Operator, full-time
  - Deputy, full-time x 4
  - Mechanic, full-time

**EMERGENCY HELP REQUESTS:** The following emergency help requests were received since November 20, 2018:

- None.

**LEAVE OF ABSENCE REQUESTS:** There were no new Leave of Absence requests outside of protected FMLA leave to be reviewed during this time.

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

- Bonuses provided to 24 individuals, totalling \$47,969.67
- One individual received a 2-step increase obtaining licensure at Human Services.

Respectfully Submitted,



Terri M Palm  
Human Resources Director