

Name	Department	Job Title	End Date	Start Date		Years
Mark Watkins	LWCD	Land & Water Conservation Director	8/26/1988	7/6/1987	1.10	1.00
Holly Dieckman-Radloff	Parks	Building & Grounds Worker	3/1/2019	6/18/2001	17.70	17.00
Connie Freeberg	Corp Counsel	Paralegal	2/8/2019	8/29/2000	18.50	18.00
Diane Lenz	Health	Public Health Nurse	3/1/2019	8/11/1998	20.60	20.00
Randy Frohmader	JCSO	Mechanic	1/25/2019	5/16/1993	25.70	25.00
Carla Robinson	COC	Clerk of Court	1/6/2019	2/10/1992	26.90	26.00
Mark Watkins	LWCD	Land & Water Conservation Director	3/26/2019	1/2/1990	29.20	29.00
Greg Winter	Highway	Accounting Manager	3/1/2019	4/21/1986	32.90	32.00
					172.60	172.00
			Average		24.66	24.00

HUMAN RESOURCES COMMITTEE MEETING MINUTES

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

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:32 a.m.
2. Roll Call: Present: James Braughler, Chair; Gregory Patrick, Secretary; Michael Wineke, Vice Chair, Laura Payne. Excused: Kirk Lund; **Quorum established.** Others staff present: Tina Gleisner-Hotter, Deputy Court Clerk III; Cindy Hamre-Incha, Clerk of Court-Elect; 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: Review of three retirements from October – December, 2018. Also provided: revised draft resolutions for Reorganizing the Clerk of Courts Office and Jail Nursing staffing in the Jail and a handout of Clerk of Court Office staffing in other counties.
7. Approval of November 20, 2018, Human Resources Committee Minutes. **Motion by second by G. Patrick, second by L. Payne, to approve the Human Resources Committee November 20, 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. Recommendation to increase hours to the part-time position and start with a RN instead of RN supervisor. Without a supervisor, supervision will be completed by Public Health Nurse Manager and Jail management. **Motion by G. Patrick, second by M. Wineke, to recommend the revised draft resolution as presented to County Board, creating a full-time Jail Public Health Nurse position, eliminating a part-time Jail Public Health Nurse Supervisor position and creating and unfunding a full-time Jail Public Health Nurse Supervisor position in the Jail. Motion passed 4:0.**
9. Discussion and possible action regarding proposed organizational restructuring in the Clerk of Courts Office. B. Wehmeier explained that the incoming Clerk of Court, Cindy Hamre-Incha, has reviewed current structure and looked at Carla and her own strength and weaknesses. With that, believes need someone to oversee Finance and someone to oversee court operations when the Clerk of Court is out of the building. Believe the change will reduce overtime by spreading the work over more people. Looking at structure of other counties, there has been movement to focus on the finance impact of the Clerk of Court. Next year there will be a court-overhaul by going from court-specific case load to a general case load. The Court Coordinator will assist over the next couple of years of cross-training and scheduling in four or five courts at once. Believes new structure will compliment her own strengths and weaknesses. **Motion by L. Payne, second by G. Patrick, to recommend the revised draft to County Board, replacing reference of "Chief Operating Officer" and "Chief Finance Officer" with a more appropriate title, Reorganizing of the Clerk of Courts Office. Motion passed 4:0.**

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. T. Palm-Kostroski and B. Wehmeier explained this is a one-year grant, which may or may not be renewed each year. Also, starting up this program is very intensive in the first couple of years, but may not require full-time after a county-wide transportation program is established. We know there is an issue in our county, this position would help determine why and how to resolve issues. **Motion by M. Wineke, second by L. Payne, to recommend the draft resolution as presented to County Board, 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. Motion by L. Payne, second by M. Wineke, to amend the draft resolution to change Limited-term employee to Project employee. Motion passed 4:0 to amend resolution. Motion passed 4:0 to approve the amended resolution.**
11. Discussion and possible action to amend Personnel Ordinance HR0110, Definition of Terms(l), "Limited term employee". **Motion to L. Payne, second G. Patrick, to approve draft resolution. Motion by G. Patrick, second by M. Wineke to add "and Project Employee" where stated "Limited Term Employee/LTE". Motion passed 4:0 to amend ordinance as stated. Motion passed 4:0 to amend draft ordinance. Motion passed 4:0 to approve the amended ordinance.**
12. Review of November, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
13. Report from Human Resources Director. T. Palm reviewed the November, 2018, monthly accomplishments and goals. There were 14 vacant positions authorized to recruit for, 0 emergency help request approved, 0 leave of absence request and bonuses provided to 24 employees and one employee received a 2-step increase after obtaining licensure. **Discussion only, no action taken.**
14. Set next meeting date and agenda items: Tuesday, January 21, 2019 at 8:30 a.m, to include discussion of Personnel Ordinance addressing "Project Employee".
15. Adjournment **Motion by L. Payne, second by G. Patrick, to adjourn. Motion Passed 4:0. Meeting adjourned at 10:20 a.m.**

ORDINANCE NO. 2012-06

**Recreating the Civil Service Ordinance for full-time and part-time Deputy Sheriffs,
Detectives, Sergeants, Captains and Chief Deputy**

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

The Civil Service Ordinance (Ordinance No. 2010-21) is hereby repealed and recreated as follows to incorporate the ability to hire external (not currently Jefferson County employees) candidates for the Chief Deputy position:

SECTION 1. PURPOSE. This ordinance is intended to bring qualified persons into county law enforcement work by a system of competitive examinations and to ensure continuity in county law enforcement work by virtue of a permanent appointment as deputy sheriff under a civil service ordinance as set forth in sec. 59.26(8) and Chapter 63, Wisconsin Statutes.

SECTION 2. COMMISSION.

- A. There is hereby established a County Civil Service Commission with the duties, functions and authority set forth in sec. 59.26 and Chapter 63 of the Wisconsin Statutes.
- B. Such Commission shall consist of five (5) members, all of whom shall be legal residents of Jefferson County. Appointments shall be made on the basis of recognized and demonstrated interest in, and knowledge of the problems of civil service. No person holding any elected or appointed public position or office of any sort in Jefferson County government shall be appointed thereon.
- C. The Jefferson County Administrator shall appoint members of the Commission, subject to confirmation by the County Board. The office of a commissioner shall be deemed vacant upon the happening of any of the following events:
 1. Death of the incumbent.
 2. Resignation of the incumbent in writing.
 3. Removal of the incumbent by the County Board.
 4. Ceasing to be a resident of Jefferson County.
- D. In the month of December of each year immediately preceding the expiration of the term of office of any such commissioner, the County Administrator shall appoint one member of such Commission to hold office for the term of five (5) years from the first day of January next succeeding the appointment and until a successor is elected and is qualified. Appointment to vacant positions shall be for the remainder of the original term.

- E. Each member of the Commission shall take and file the official oath.
- F. Each member of the Commission shall receive such compensation as the County Board shall determine.
- G. The Commission shall organize and elect a chairperson whose term of office shall be one (1) year and shall elect a secretary whose term of office shall be one (1) year. Such chairperson and secretary shall serve until election of a successor. The secretary shall cause the minutes of the proceedings of the Commission to be preserved in a proper record book.
- H. Nothing herein shall be construed as to affect the appointment or terms of the present commissioners.

SECTION 3. DUTIES OF THE COMMISSION. It shall be the duty of the Commission:

- A. To prepare and publish such rules and regulations to carry out the provisions of this ordinance as may be necessary to secure the best law enforcement service for the County.
- B. To receive applications and conduct examinations of applicants for positions in the Sheriff's Office of Jefferson County with such frequency as may be necessary to maintain an eligibility list sufficient to meet the needs of the Sheriff's Office.

SECTION 4. RECRUITMENT.

- A. The following classifications are created within the Jefferson County Sheriff's Office: Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff.
- B. In addition to requirements under Section 6, Promotions, no person shall be eligible to apply for or be appointed to the positions covered by this ordinance after November 1, 2010, unless:
 - 1. The applicant is a citizen of the United States.
 - 2. The applicant has a minimum of sixty (60) college credits or has three (3) years experience as a paid full-time law enforcement officer (civilian or military).
 - 3. Persons employed in the classifications subject to this ordinance shall meet the training standards set by the Department of Justice, Wisconsin Law Enforcement Standards Training Board as a Wisconsin Certified Law Enforcement officer within 12 months of employment.
 - 4. The applicant is at least eighteen (18) years of age.
 - 5. There is no specific measurement set for height and weight relationships. They shall be in proportion and shall be considered by the medical examiners in determining the applicant's physical fitness for the position. In addition, all new hire Deputy Sheriff applicants shall be required to pass a physical agility test.

6. The applicant shall not have been convicted at any time or any place of a felony, unless the judgment or conviction has been reversed or a complete pardon has been granted.
 7. Visual acuity must be corrected to 20/20.
 8. The applicant must possess a valid Wisconsin driver's license at the time of appointment.
- C. Deputy Sheriff positions. Notice of the date, time and place for conducting written examinations and notice as to the open Deputy Sheriff positions, the necessary qualifications and where applications may be filed shall be published in a the County's official newspaper. Such notice shall also be given to schools within this state which confer police science degrees as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel, such as the Department of Justice's WILENET website.
- D. Detective. At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice on the bulletin board, which notice shall identify the opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.
- E. Supervisory positions of Sergeant and Captain. At least fourteen (14) days prior to the commencement of the examination process, the Sheriff shall post a notice on the bulletin board, which notice shall identify the supervisory and/or administrative opening and classification, along with the salary range. Such notice shall contain the names of those persons within the Sheriff's Office eligible to write the examination. Eligible sworn staff intending to participate in the examination process shall so indicate in writing by placing their signatures next to their names on the eligibility list.
- F. Chief Deputy Position – In addition to meeting the posting requirements for other Supervisory positions, at least thirty (30) days prior to the commencement of the examination process, the Sheriff shall publish a notice of the Chief Deputy vacancy containing the required qualifications for the position in the county's official newspaper, other state and regional newspapers, as well as law enforcement websites designed for advertising openings/hiring processes for law enforcement personnel.
- G. All candidates for full-time positions in the classifications of Chief Deputy, Captain, Sergeant, Detective, and Deputy Sheriff shall file a written application with the Jefferson County Human Resources Department upon forms designated. Vacancies in classifications other than those set forth hereinabove shall be filled pursuant to the Jefferson County Personnel Ordinance and shall not be covered by this ordinance.

- H. Jefferson County is an Equal Opportunity Employer. No person employed by the Jefferson County Sheriff's Office, nor any person seeking admission thereto, shall be discriminated against contrary to the provisions of Ch. 111, Wisconsin Statutes.

SECTION 5. EXAMINATION.

- A. The Commission shall conduct competitive written and oral examinations. The Commission shall establish passing grades for each phase of examination prior to each phase thereof.
- B. The first stage of the testing procedure will be a written examination, administered and proctored by the Commission or its designee. The test used shall be the current test certified for use by the Commission or its designee. The tests used must be validated and job-related.
- C. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. This will be done by the Sheriff's Office Detective Bureau for new hire applicants.
- D. The Commission may refuse to examine a candidate or, after examination, to certify a candidate as eligible who (1) is found to lack any of the established requirements for the position for which that person has applied, or (2) has intentionally made a false statement in any material fact, or (3) is addicted to the habitual use of intoxicating beverages, narcotics or dangerous drugs, or (4) has ever been convicted of a felony without a full pardon, or (5) any other sufficient fact which, because of business necessity, would be a detriment to holding the position of Deputy Sheriff.
- E. The Commission shall establish a certified eligibility list of candidates who meet the prerequisites of the position, and who have scored a passing grade on the written and oral examinations. The Commission may invite representatives of other law enforcement agencies to participate in the oral interview process. Invitees' scores will be given to the Civil Service Commission for discussion and consideration in accordance with the Commission's rules. Invited law enforcement guests are neutral third parties chosen by their respective departments to participate in the process at the request of the Jefferson County Civil Service Commission. Invitees should be individuals that by rank or assignment have a level of expertise that is beneficial in the final scoring process.
- F. Placement on the certified eligibility list for initial appointment shall be by overall score, weighing the scores on the written and oral examinations, 40 percent each, with the remaining 20 percent taken from the applicants file information. For promotional factor weights, see Section 6 (B)(1). Preference points shall be given to veterans of any wars of the United States as provided by sec. 63.08(1)(f) and 230.16 (7), Wisconsin Statutes.
- G. Every candidate on the eligibility list must, prior to appointment, submit to and pass a psychological, physical and drug test to be conducted by such physician or physicians

as may be designated by the Commission. Such physician shall submit a statement that the applicant is of sound health and has the physical ability to perform the duties, with or without reasonable accommodation, of the position to which he seeks appointment. Cost of such examination shall be borne by Jefferson County. The Commission may also implement a physical agility test for prospective new hires.

- H. The Sheriff, in his or her discretion, may employ an assessment center process as an additional tool for evaluation of the top candidates for both new and promotional positions as certified by the Commission.

SECTION 6. PROMOTIONS. Promotions and divisional reassignment shall be made according to this ordinance:

A. **Promotion Eligibility.** Those eligible for promotion shall be limited as follows:

1. Chief Deputy. To take the examination for the position of Chief Deputy, the candidate must have not less than ten (10) years of service with a Sheriff's Office, and not less than five (5) years supervisory experience therein. The candidate must have a Bachelor's degree or the equivalency of 120 college credits. The Sheriff's Office shall, upon request of the Commission, conduct a background investigation to determine the character and reputation of applicants. By the direction and decision of the Sheriff, the background investigation will be completed by a representative of the Human Resources Department, an outside consultant, another law enforcement agency or a combination thereof.
2. Captain. To take the examination for promotion to Captain, the candidate must have not less than seven (7) years of service with the Sheriff's Office and not less than three (3) years supervisory experience therein.
3. Sergeant. To take the examination for promotion to Sergeant, a candidate must have not less than six (6) years of service with the Sheriff's Office. [Ord. No. 2014-22, 10-14-14]
4. Detective. To take the examination for promotion to Detective, the candidate must have not less than three and one-half (3-1/2) years of service with the Sheriff's Office.

B. **Education – Experience Credit.**

1. An Associate's degree from an accredited college/university shall be deemed the equivalent of six (6) months of service.
2. A Bachelor's degree from an accredited college/university shall be deemed the equivalent of 18 months (1-1/2 years) of service.
3. These equivalents may be used for a successful promotion to a position enumerated in Section 6 (A)(1-4). Only one equivalent may be used on a one time basis only.

C. Written Examinations.

1. The process to consider a Sergeant for assignment to a different division or for the promotions to the positions of Chief Deputy, Captain, Sergeant and Detective will be scored as follows: The written test and the oral test shall be given thirty (30) percent weight each. Twenty (20) percent of the final grade shall be based on the job evaluations and other material contained within the employee's personnel file, and another twenty (20) percent of the final score shall be from the "Applicant Profile Questionnaire."
2. Written examinations for the position of Sergeant will be specific for the patrol, detective, support services, and jail divisions. If an individual already holding the rank of Sergeant desires to be eligible for a Sergeant's position in another division, that Sergeant must take the written examination for the Sergeant's vacancy in that division. The number of applicants advancing from the written test to the Civil Service Commission interview is unlimited, as long as a passing score has been received.
3. Written test scores will be valid for a period of 6 months. Test scores kept on file during this time period are division specific (patrol, detective, support services and jail). If a Sergeant's position becomes available in another division, an existing Sergeant must take the written test for that specific division.
4. Written test scores and the scored "Applicant Profile Questionnaire" will not be available to the Commission prior to oral interviews. The Commission shall notify applicants of their respective scores by mail.

SECTION 7. APPOINTMENTS.

- A. Whenever a vacancy is to be filled, the Sheriff shall make appointments to the position from the list of applicants who are certified as eligible by the Commission. The Commission shall certify to the Sheriff the names of all persons with the three highest scores on the eligibility list, from which the Sheriff shall make his selection. If more than one vacancy is to be filled, the Commission may certify the names of all persons at the next highest score if the Commission concludes that the three highest scores do not provide a sufficiently large field of eligible candidates.
- B. Appointments by the Sheriff shall be made within twenty (20) days after receipt of the certified list from the Commission.
- C. Deputy Sheriffs appointed according to the provisions of this ordinance shall hold office on good behavior and shall not be dismissed from such office or demoted or suspended except as provided in this ordinance.
- D. All full-time Deputy Sheriffs whose classifications are covered by this ordinance are granted civil service status which shall continue without further examination or

appointment, except examination will be required when said Deputy Sheriff seeks a position which constitutes a promotion to a higher classification.

- E. The number of full-time Deputy Sheriffs in the classification covered by this ordinance shall be determined annually by the Jefferson County Board.
- F. Appointments made pursuant to this ordinance shall be probationary for a period of eighteen (18) months and may be terminated by the Sheriff and the Commission acting jointly at any time during such probationary period. [Ord. No. 2014-03, 04-15-2014]

SECTION 8. DISCIPLINARY PROVISIONS.

- A. Any member of the Jefferson County Sheriff's Office covered by this ordinance may be suspended, demoted or discharged in accordance with sec. 59.26(8)(b) Wisconsin Statutes.
- B. The grievance committee required by sec. 59.26(8)(b), Wis. Stats. shall consist of the members of the Human Resources Committee of the Jefferson County Board.

SECTION 9. GENERAL PROVISIONS.

- A. No person holding the position of Deputy Sheriff under this ordinance shall, during the hours when he is on duty, engage in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office, nor shall he engage in or appear at any political activity, gathering or profit-making function while off duty and in uniform. This provision is not intended to abridge or interfere with the rights of deputies to engage in political activities during off duty hours, but rather is designed to avoid the appearance of the support of the Jefferson County Sheriff's Office for any political candidate, position or cause.
- B. In the event a Deputy Sheriff is elected Jefferson County Sheriff, his appointment as a Deputy Sheriff shall terminate upon his executing and filing the official bond and official oath as Sheriff, unless prior thereto, he requests in writing from the Commission a leave of absence during his term of office as Sheriff. If such leave of absence is granted, such deputy shall be reinstated in the classification of Deputy Sheriff upon his completion of his duties as Sheriff.
- C. Policies, rules, regulations and duties of the personnel in the Department shall be established by the Sheriff and incorporated in the Department's policy manual.
- D. The Sheriff shall prepare Department rules for the general administration and efficient operation of the Department. Such rules shall be known as the "Department Rules", and Deputy Sheriffs shall be required to conduct themselves in accordance with such rules. Failure so to do shall be cause for discipline.
- E. The rights of a Deputy Sheriff in military service of the United States government shall be governed by applicable federal and state laws.

F. Pursuant to sec. 59.26(8)(d), Wisconsin Statutes, the County Board has the power to repeal this ordinance at any time by a vote of three-fourths of the members elect.

SECTION 10. SEVERABILITY. The provisions of this ordinance are severable and provisions or sections which may hereinafter be declared to be illegal or unconstitutional shall be declared repealed and the remainder shall not be affected thereby.

SECTION 11. All other ordinances in conflict with this ordinance are hereby repealed.

SECTION 12. The pay range previously applicable to the position of Lieutenant shall be applicable to the position of Captain.

SECTION 13. EFFECTIVE DATE. This ordinance shall be effective after passage and publication as provided by law.

Adopted: 06-12-2012

Last amended: 04-15-14; 10-14-14

JEFFERSON COUNTY SHERIFF'S OFFICE

RECRUITMENT AND RETENTION OF COMMUNICATION OPERATOR POSITIONS

PURPOSE

In order to meet the expected and required level of public safety to the citizens and visitors of Jefferson County, the Jefferson County Dispatch Center needs to be adequately staffed 24/7. Currently, there are nine full-time Communication Operators, a Communication Operator Supervisor, and a limited resource of part-time Communication Operators to full-fill this need. When there is a vacancy or an absence, it is necessary to fill that opening with using part-time staff if available, or more often, requiring overtime from full-time staff. Further, Jefferson County has experienced difficulty recruiting and retaining Communication Operators.

POLICY

1. Any newly hired Communications Operator II who is experienced and trained through another law enforcement agency shall start at step 5 of grade 5. Any individual who is currently employed in a position where he/she is fully trained as a Communications Operator II, and is in a step less than step 5, shall move to step 5 of grade 5, effective March 31, 2019.
2. Any newly hired Communications Operator I needs to successfully go through the training program before moving to a Communication Operator II position. Any newly hired Communication Operator I shall start step 5 of grade 4. Any individual who is currently employed as a Communications Operator I, and is in a step less than step 5, shall move to step 5 of grade 4, effective March 31, 2019.

PROCEDURE

For movement from a Communication Operator I to a Communication Operator II position:

1. Upon successfully completion of the 6-month probationary/training period, and upon recommendation of the Communication Operator Supervisor and the Sheriff, with approval of the Human Resources Director or County Administrator, the Communication Operator I shall be promoted to a Communication Operator II position.
2. For consideration, a successful six-month performance evaluation must be completed *prior* to the end of the probationary period. The performance evaluation shall contain a recommendation to move to a Communication Operator II position or shall indicate a timeframe to be reviewed again for consideration.
3. The Communication Operator Supervisor shall complete a change in status form to recommend the promotion, which shall be forwarded to the Sheriff before sending to Human Resources. The status change form must be received within 14 days of the performance evaluation.

Reviewed annually:
3/25/19

RESOLUTION NO. 2018-____

Creating a full-time Building Maintenance Worker I position in the Central Services Department

Executive Summary

Currently, the Central Services staff is responsible for maintaining and providing oversight of capital projects to the County Courthouse, MIS facility, County Jail and Sheriff Buildings, including the Sheriff’s main office, range and annex buildings. In addition to administrative, long-term strategic planning and capital project planning functions, the specific daily needs include building maintenance and custodial services, fundamental repairs, carpentry and electrical services to buildings, snow removal, assuring other pedestrian walk-way safety issues, conference room set-up and take-down, interdepartmental mail services, and being on call 24/7 for emergencies at the Jail. At present the Central Services staff consists of one Director of Maintenance, one Building and Maintenance Foreman, one Building Maintenance Worker II, one Central Service Worker, and three Custodians (2 full-time and 1 funded part-time). The Director of Maintenance position has been vacant since May, 2017, and the daily administrative, supervisory and project management tasks were delegated to a Maintenance Worker, who was re-classified to the Foreman position. After assuming these duties, the Foreman now spends less than half of his time on the daily general maintenance of the facilities. In addition, there are only two staff available to be on-call 365 days of the year.

With the Director position vacant, the creation of a full-time Building Maintenance Worker I position will provide the staffing needed to perform routine and preventative maintenance to buildings and grounds to assure the safety of citizens, visitors and employees. The new Building Maintenance Worker I position will also be included in the 24/7 on-call rotation and be able to provide flexibility in custodial coverage in the evenings. Attempts have been made to recruit limited-term staff and contracted staff to assist with ongoing, unfinished and on-hold projects. However, the inability to retain and lack of consistency have made these efforts unsuccessful.

On March 25, 2019, the Human Resources Committee reviewed the request from the County Administrator and recommended forwarding this resolution to the County Board to create one full-time Building Maintenance Worker I position in the Central Services Department.

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

WHEREAS, routine and preventative maintenance, as well as short- and long-term projects of Jefferson County Courthouse, MIS, Jail and Sheriff’s facilities are not adequately being performed with current staffing levels, and

WHEREAS, the creation of a full-time Building Maintenance Worker I position will provide the additional staffing needed to perform the maintenance and projects currently unable to be completed, and

WHEREAS, attempts to hire limited-term staff or contracted staff have been unsuccessful.

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget setting forth position allocations in the Central Services Department be and is hereby amended to create one full-time Building Maintenance Worker I position in the Central Services Department, to become effective upon passage.

Fiscal Note: The Building Maintenance Worker I position is budgeted for \$61,796 annually for salary and fringe benefits (\$37,871, for the remainder of 2019 for salary and benefits). The savings of the vacant Director of Maintenance position is \$109,075 annually for salary and fringe benefits (\$42,336 saved since the beginning of 2019 for salary and benefits; therefore, no tax-levy is required for this position. 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_____

Terri M. Palm: 03-21-19

REVIEWED: Administrator ____; Corp. Counsel ____; Finance Director ____

DRAFT

Nationwide Guaranteed Minimum Interest Rate Feedback

Feedback (please choose one)													
	<p>Option One</p> <p>Your contract is amended to lower the Guaranteed Minimum Interest rate annually on the following schedule:</p> <table border="1" style="margin: 10px auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="padding: 5px;">2018</th> <th style="padding: 5px;">2019</th> <th style="padding: 5px;">2020</th> <th style="padding: 5px;">2021</th> <th style="padding: 5px;">2022</th> <th style="padding: 5px;">2023</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">3.5%</td> <td style="padding: 5px;">3.0%</td> <td style="padding: 5px;">2.5%</td> <td style="padding: 5px;">2.0%</td> <td style="padding: 5px;">1.0%</td> <td style="padding: 5px;">0.5%</td> </tr> </tbody> </table> <p>The contract's quarterly Crediting Rate¹ will continue to be set based on Nationwide's normal business practices and may vary depending on market conditions and investment performance.</p> <p>¹The Crediting Rate is the interest rate credited as an annual effective yield</p>	2018	2019	2020	2021	2022	2023	3.5%	3.0%	2.5%	2.0%	1.0%	0.5%
2018	2019	2020	2021	2022	2023								
3.5%	3.0%	2.5%	2.0%	1.0%	0.5%								
	<p>Option Two</p> <p>The contract is amended to lower the Guaranteed Minimum Interest Rate annually on the same schedule shown in Option One. Additionally, the per participant exchange and transfer limit is also increased from 20% to 40%.</p> <p>The contract's quarterly Crediting Rate will continue to be set based on Nationwide's normal business practices and may vary depending on market conditions and investment performance. However, because of the increased exchange and transfer limit, the Crediting Rate under this option will be less than under Option One. At the time of this letter, this difference is 0.1% annually, but the variance is not guaranteed to remain at this level.</p>												
	<p>Option Three</p> <p>The existing balance in your current Fixed Contract will maintain the current GMIR for these existing balances only, unless otherwise agreed to by Nationwide and the Plan Sponsor. New contributions will no longer be accepted to your current Fixed contract. This includes, but is not limited to, payroll contributions, rollovers, transfers and exchanges.</p> <p>Accordingly, the Plan Sponsor will need to provide direction for your participants' future allocations to replace their current Fixed allocation. Two options are available. If this option is chosen, the Plan Sponsor will also need to select a sub-option:</p> <p>A. Continue to offer Nationwide Fixed Contract. This contract will be established with an initial Crediting Rate of 1.2% and a 0.5% GMIR.</p> <p>Utilize the Plan's existing Default Investment Alternative (DIA). If the Participant does not elect a new investment to replace the Fixed option, it will be treated as if no investment direction has been given and the Default Investment Alternative will be used for future contributions.</p>												



DeanHealthPlan.

A member of SSM Health

**Addendum to Group Master Policy
Retiree Addendum**

1277 Deming Way • Madison, WI 53717
(608) 828-1301 • www.deancare.com • (800) 279-1301

COUNTY OF JEFFERSON

This Addendum to Group Master Policy – Retiree Policy (hereinafter referred to as “Addendum”) is made on January 1, 2019, by and between Dean Health Plan, Inc. (hereinafter referred to as “Dean”), a Wisconsin stock insurance corporation, and County of Jefferson (hereinafter referred to as “Employer”).

ELIGIBILITY: On the last day of employment prior to retirement, employee must be actively employed by Employer and insured in a current group plan offered by the same Employer; and be eligible for Wisconsin Retirement annuity or Social Security.

COVERAGE ENDS: The retired employee may remain on the plan until the retiree dies or until the Employer cancels the policy. Continuation coverage must be offered and become effective, if elected, when coverage is lost due to termination of employment. An additional continuation offering may not be extended when retiree coverage ends.

ELIGIBILITY/SPOUSE: At retirement, the retiree may only continue the coverage he/she had immediately prior to retirement. If the retiree dies, the spouse will be allowed to continue his/her coverage on the same terms as the retiree’s coverage at the time of death.

ELIGIBILITY/DEPENDENT: At retirement, the retiree may only continue the coverage he/she had immediately prior to retirement. Dependents may remain covered until no longer considered eligible dependents according to the Group Member Certificate.

EMPLOYER’S PREMIUM CONTRIBUTION: The Employer will not contribute towards the retiree’s health insurance coverage. The retiree is responsible for 100% of the health insurance premium.

OPTIONS AT TIME OF RETIREMENT: An active employee must be insured by Dean, prior to initial election of retiree insurance benefits. If an employee chooses to waive retiree and/or dependent coverage at the time of retirement for any reason, the retiree will not be allowed to re-enroll in the Employer’s group health plan.

SPECIAL ENROLLMENT PERIODS: If a retiree enrolled in the post-retirement plan with Dean, acquires a new dependent as a result of marriage, birth, adoption, or placement for adoption, the retiree may be able to enroll their qualified dependents in the plan provided that Dean receives an application for enrollment within 30 days after the marriage, birth, adoption, or placement for adoption.

OPTIONS AT RENEWAL TIME: The retired employee may select another group health plan offered by the Employer during the annual enrollment period. Open Enrollment does not apply to retirees, spouses, or dependents.

OTHER INSURANCE CARRIERS: All other health insurers of the Employer must agree to add the same retiree provisions to their contracts. The Effective Date must also coincide. Dean requires assurances that the other insurance carriers include the same eligibility requirements and coverage provisions for insured retirees and their dependents. If they refuse to do so, Dean reserves the right to remove retiree language from its contract, at which time, those in the retiree segment will cease to be covered under the retiree segment.

OTHER GUIDELINES: A retiree and/or spouse must enroll in Medicare A & B when eligible and must notify Dean of the effective dates.

The Employer has the right to amend or terminate the group's health insurance plan. While it is expected that the Plan will continue indefinitely, the Employer reserves the right at any time and for any reason to amend the Plan, to modify the benefits offered hereunder or to terminate the Plan and to discontinue benefits hereunder with respect to all employees and retirees or any class of employees or retirees.

Future changes must be pre-approved by Dean.

PARTICIPATION LEVEL:

For groups with 51 or more total employees, the maximum participation level for Dean retirees may not exceed the following:

<u>Total Dean Subscriber</u>	<u>Maximum Participation</u>
2 or more	10% (retirees under 65) or 25% (retirees under and over age 65 combined)

For groups with 2-50 total employees:

<u>Total Dean Subscribers</u>	<u>Maximum Participation</u>
2 or more	10% (retirees under and over age 65 combined)

This Addendum becomes a part of the Entire Policy and is effective on the date first mentioned above.

The Addendum shall continue in force under the same provisions that govern the Entire Policy.

All other terms, provisions and conditions of the Entire Policy remain unchanged except as stated above.

In witness whereof, the parties have entered into and agree to the provisions of this Addendum.

Dean Health Plan, Inc.

Employer



By: David W. Fields

By: Benjamin P. Wehmer

Title: President & Chief Executive Officer

Title: County Administrator

Date: 12/03/2018

Date: 12/10/18

Employer Name: Jefferson county

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2018 01 TO 2018 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12301 Human Resources							
12301 411100 General Property Taxes	-402,357	-5,000	-407,357	-407,357.04	.00	.04	100.0%
12301 451002 Private Party Photocopy	-20	0	-20	-74.88	.00	54.88	374.4%
12301 451034 Badge Replacement Fee	-20	0	-20	-37.32	.00	17.32	186.6%
12301 484005 Insurance Training Reimburse	0	0	0	-4,505.00	.00	4,505.00	.0%
12301 511110 Salary-Permanent Regular	168,153	0	168,153	151,576.79	.00	16,576.21	90.1%
12301 511210 Wages-Regular	49,869	0	49,869	45,098.07	.00	4,770.93	90.4%
12301 511310 Wages-Sick Leave	0	0	0	2,129.73	.00	-2,129.73	.0%
12301 511320 Wages-Vacation Pay	0	0	0	9,270.14	.00	-9,270.14	.0%
12301 511330 Wages-Longevity Pay	279	0	279	278.75	.00	.25	99.9%
12301 511340 Wages-Holiday Pay	0	0	0	6,693.37	.00	-6,693.37	.0%
12301 511350 Wages-Miscellaneous(Comp)	0	0	0	4,945.68	.00	-4,945.68	.0%
12301 512141 Social Security	16,430	0	16,430	15,919.61	.00	510.39	96.9%
12301 512142 Retirement (Employer)	14,626	0	14,626	14,718.08	.00	-92.08	100.6%
12301 512144 Health Insurance	55,245	0	55,245	55,288.38	.00	-43.38	100.1%
12301 512145 Life Insurance	43	0	43	45.00	.00	-2.00	104.7%
12301 512150 FSA Contribution	750	0	750	750.00	.00	.00	100.0%
12301 512173 Dental Insurance	3,240	0	3,240	3,295.89	.00	-55.89	101.7%
12301 521218 Arbitrator	800	0	800	.00	.00	800.00	.0%
12301 521219 Other Professional Serv	16,003	60,000	76,003	93,810.00	.00	-17,807.00	123.4%
12301 521225 Section 125	22,642	0	22,642	19,906.75	.00	2,735.25	87.9%
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	1,601.05	.00	-601.05	160.1%
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	262.32	.00	12.68	95.4%
12301 531312 Office Supplies	970	0	970	141.03	.00	828.97	14.5%
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	1,900.00	.00	-1,900.00	.0%
12301 531357 Employee Recognition	6,655	0	6,655	5,388.34	.00	1,266.66	81.0%
12301 532325 Registration	2,339	0	2,339	1,900.00	.00	439.00	81.2%
12301 532332 Mileage	708	0	708	248.02	.00	459.98	35.0%
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%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
12301 532339 Other Travel & Tolls	165	0	165	70.00	.00	95.00	42.4%
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	46.58	.00	3.42	93.2%
12301 535242 Maintain Machinery & Equip	0	0	0	306.79	.00	-306.79	.0%
12301 571004 IP Telephony Allocation	326	0	326	392.04	.00	-66.04	120.3%
12301 571005 Duplicating Allocation	273	0	273	303.79	.00	-30.79	111.3%
12301 571009 MIS PC Group Allocation	4,989	0	4,989	5,404.95	.00	-415.95	108.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,485	0	2,485	2,876.14	.00	-391.14	115.7%
12301 591519 Other Insurance	925	0	925	1,285.60	.00	-360.60	139.0%
TOTAL Human Resources	0	60,000	60,000	59,229.23	.00	770.77	98.7%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 12

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	-54,903.00	.00	.00	100.0%
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	26,139.67	.00	34,162.33	43.3%
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	2,504.73	.00	2,108.27	54.3%
12302 512142 Retirement (Employer)	4,040	0	4,040	2,016.57	.00	2,023.43	49.9%
12302 512144 Health Insurance	17,502	0	17,502	8,386.47	.00	9,115.53	47.9%
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	497.72	.00	582.28	46.1%
12302 531303 Computer Equipmt & Software	300	0	300	7,342.50	.00	-7,042.50	%
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	896.50	.00	373.50	70.6%
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	130.68	.00	-21.68	119.9%
12302 571005 Duplicating Allocation	11	0	11	1.28	.00	9.72	11.6%
12302 571009 MIS PC Group Allocation	832	0	832	900.82	.00	-68.82	108.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	414	0	414	479.36	.00	-65.36	115.8%
12302 591519 Other Insurance	257	0	257	194.26	.00	62.74	75.6%
TOTAL Safety	0	0	0	-12,769.79	.00	12,769.79	.0%
TOTAL General Fund	0	60,000	60,000	46,459.44	.00	13,540.56	77.4%
TOTAL REVENUES	-502,173	-5,000	-507,173	-489,368.93	.00	-17,804.07	
TOTAL EXPENSES	502,173	65,000	567,173	535,828.37	.00	31,344.63	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2018 01 TO 2018 12

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	60,000	60,000	46,459.44	.00	13,540.56	77.4%

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2019 01 TO 2019 01

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	-408,987	0	-408,987	-34,082.25	.00	-374,904.75	8.3%
12301 451034 Badge Replacement Fee	-40	0	-40	.00	.00	-40.00	.0%
12301 451200 Records & Reports	-120	0	-120	.00	.00	-120.00	.0%
12301 511110 Salary-Permanent Regular	174,648	0	174,648	14,764.47	.00	159,883.53	8.5%
12301 511210 Wages-Regular	53,561	0	53,561	4,628.28	.00	48,932.72	8.6%
12301 511330 Wages-Longevity Pay	309	0	309	.00	.00	309.00	.0%
12301 512141 Social Security	17,482	0	17,482	1,376.89	.00	16,105.11	7.9%
12301 512142 Retirement (Employer)	14,968	0	14,968	1,270.23	.00	13,697.77	8.5%
12301 512144 Health Insurance	44,847	0	44,847	2,268.48	.00	42,578.52	5.1%
12301 512145 Life Insurance	46	0	46	3.28	.00	42.72	7.1%
12301 512150 FSA Contribution	6,000	0	6,000	.00	.00	6,000.00	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00	.00	-6,000.00	.0%
12301 512173 Dental Insurance	3,240	0	3,240	96.39	.00	3,143.61	3.0%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	18,240	0	18,240	1,045.00	11,495.00	5,700.00	68.8%
12301 521225 Section 125	14,240	0	14,240	.00	24,000.00	-9,760.00	168.5%
12301 521226 Ergonomics	500	0	500	.00	.00	500.00	.0%
12301 521227 Position Classifications	1,250	0	1,250	.00	.00	1,250.00	.0%
12301 521228 Labor Negotiations	15,000	0	15,000	.00	.00	15,000.00	.0%
12301 521229 Recruitment Related	1,125	0	1,125	60.85	.00	1,064.15	5.4%
12301 521296 Computer Support	0	0	0	1,217.73	.00	-1,217.73	.0%
12301 531303 Computer Equipmt & Software	4,450	0	4,450	3,950.00	.00	500.00	88.8%
12301 531311 Postage & Box Rent	300	0	300	22.60	.00	277.40	7.5%
12301 531312 Office Supplies	970	0	970	32.48	.00	937.52	3.3%
12301 531313 Printing & Duplicating	600	0	600	.00	.00	600.00	.0%
12301 531322 Subscriptions	0	0	0	1,843.41	.00	-1,843.41	.0%
12301 531323 Subscriptions-Tax & Law	1,600	0	1,600	.00	.00	1,600.00	.0%
12301 531324 Membership Dues	640	0	640	427.00	.00	213.00	66.7%
12301 531326 Advertising	200	0	200	3,850.00	5,775.00	-9,425.00	%
12301 531357 Employee Recognition	6,655	0	6,655	319.89	.00	6,335.11	4.8%
12301 532325 Registration	2,269	0	2,269	714.00	.00	1,555.00	31.5%
12301 532332 Mileage	524	0	524	37.70	.00	486.30	7.2%
12301 532334 Commercial Travel	400	0	400	401.60	.00	-1.60	100.4%
12301 532335 Meals	414	0	414	.00	.00	414.00	.0%
12301 532336 Lodging	2,548	0	2,548	164.00	.00	2,384.00	6.4%
12301 532339 Other Travel & Tolls	330	0	330	30.00	.00	300.00	9.1%
12301 532350 Training Materials	11,495	0	11,495	3,193.30	.00	8,301.70	27.8%
12301 533225 Telephone & Fax	0	0	0	7.70	.00	-7.70	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 01

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 535242 Maintain Machinery & Equip	0	0	0	38.06	.00	-38.06	.0%
12301 571004 IP Telephony Allocation	283	0	283	23.58	.00	259.42	8.3%
12301 571005 Duplicating Allocation	254	0	254	21.17	.00	232.83	8.3%
12301 571009 MIS PC Group Allocation	5,681	0	5,681	473.42	.00	5,207.58	8.3%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,259	0	2,259	188.25	.00	2,070.75	8.3%
12301 591519 Other Insurance	1,419	0	1,419	118.27	.00	1,300.73	8.3%
12301 594818 Capital Computer	0	12,500	12,500	.00	.00	12,500.00	.0%
12301 699999 Budgetary Fund Balance	0	-12,500	-12,500	.00	.00	-12,500.00	.0%
TOTAL Human Resources	0	0	0	14,505.78	41,270.00	-55,775.78	.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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12302 Safety							
12302 411100 General Property Taxes	-53,709	0	-53,709	-4,475.75	.00	-49,233.25	8.3%
12302 474106 Intergovt Shared Services	-45,460	0	-45,460	.00	.00	-45,460.00	.0%
12302 511110 Salary-Permanent Regular	60,291	0	60,291	457.51	.00	59,833.49	.8%
12302 512141 Social Security	4,612	0	4,612	35.00	.00	4,577.00	.8%
12302 512142 Retirement (Employer)	3,949	0	3,949	29.97	.00	3,919.03	.8%
12302 512144 Health Insurance	14,949	0	14,949	.00	.00	14,949.00	.0%
12302 512145 Life Insurance	52	0	52	.00	.00	52.00	.0%
12302 512150 FSA Contribution	2,000	0	2,000	.00	.00	2,000.00	.0%
12302 512173 Dental Insurance	1,080	0	1,080	.00	.00	1,080.00	.0%
12302 531303 Computer Equipmt & Software	0	1,850	1,850	.00	.00	1,850.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	20	0	20	.00	.00	20.00	.0%
12302 531320 Safety Supplies	100	0	100	9.88	.00	90.12	9.9%
12302 531322 Subscriptions	3,758	0	3,758	3,199.00	.00	559.00	85.1%
12302 531324 Membership Dues	300	0	300	250.00	.00	50.00	83.3%
12302 532325 Registration	625	0	625	.00	.00	625.00	.0%
12302 532332 Mileage	115	0	115	.00	.00	115.00	.0%
12302 532335 Meals	100	0	100	.00	.00	100.00	.0%
12302 532336 Lodging	328	0	328	.00	.00	328.00	.0%
12302 532350 Training Materials	5,000	2,500	7,500	.00	.00	7,500.00	.0%
12302 571004 IP Telephony Allocation	94	0	94	7.83	.00	86.17	8.3%
12302 571005 Duplicating Allocation	28	0	28	2.33	.00	25.67	8.3%
12302 571009 MIS PC Group Allocation	947	0	947	78.92	.00	868.08	8.3%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	31.42	.00	345.58	8.3%
12302 591519 Other Insurance	394	0	394	32.84	.00	361.16	8.3%
12302 699999 Budgetary Fund Balance	0	-4,350	-4,350	.00	.00	-4,350.00	.0%
TOTAL Safety	0	0	0	-341.05	.00	341.05	.0%
TOTAL General Fund	0	0	0	14,164.73	41,270.00	-55,434.73	.0%
TOTAL REVENUES	-508,316	-16,850	-525,166	-38,558.00	.00	-486,608.00	
TOTAL EXPENSES	508,316	16,850	525,166	52,722.73	41,270.00	431,173.27	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	14,164.73	41,270.00	-55,434.73	.0%

REPORT OPTIONS

Sequence 1	Field #	Total	Page Break	From Yr/Per: 2019/ 1
Sequence 2	1	Y	Y	To Yr/Per: 2019/ 1
Sequence 3	9	Y	Y	Budget Year: 2019
Sequence 4	0	N	N	Print totals only: N
	0	N	N	Format type: 1

Report title: Double space: N
 FLEXIBLE PERIOD REPORT Suppress zero bal accts: Y
 Includes accounts exceeding 0% of budget. Amounts/totals exceed 999 million dollars: N
 Print Full or Short description: F Roll projects to object: N
 Print full GL account: N Print journal detail: N
 Sort by full GL account: N From Yr/Per: 2018/ 1
 Print Revenues-Version headings: N To Yr/Per: 2018/12
 Print revenue as credit: Y Include budget entries: Y
 Print revenue budgets as zero: N Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Multiyear view: D

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Jefferson County
FLEXIBLE PERIOD REPORT

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FROM 2019 01 TO 2019 02

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	-408,987	0	-408,987	-68,164.50	.00	-340,822.50	16.7%
12301 451034 Badge Replacement Fee	-40	0	-40	-7.84	.00	-32.16	19.6%
12301 451200 Records & Reports	-120	0	-120	.00	.00	-120.00	.0%
12301 511110 Salary-Permanent Regular	174,648	0	174,648	28,172.85	.00	146,475.15	16.1%
12301 511210 Wages-Regular	53,561	0	53,561	8,752.21	.00	44,808.79	16.3%
12301 511330 Wages-Longevity Pay	309	0	309	.00	.00	309.00	.0%
12301 512141 Social Security	17,482	0	17,482	2,621.77	.00	14,860.23	15.0%
12301 512142 Retirement (Employer)	14,968	0	14,968	2,418.59	.00	12,549.41	16.2%
12301 512144 Health Insurance	44,847	0	44,847	6,005.70	.00	38,841.30	13.4%
12301 512145 Life Insurance	46	0	46	7.11	.00	38.89	15.5%
12301 512150 FSA Contribution	6,000	0	6,000	.00	.00	6,000.00	.0%
12301 512151 HSA Contribution	0	0	0	6,000.00	.00	-6,000.00	.0%
12301 512173 Dental Insurance	3,240	0	3,240	366.39	.00	2,873.61	11.3%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	18,240	0	18,240	1,045.00	11,495.00	5,700.00	68.8%
12301 521225 Section 125	14,240	0	14,240	3,561.00	20,439.00	-9,760.00	168.5%
12301 521226 Ergonomics	500	0	500	.00	.00	500.00	.0%
12301 521227 Position Classifications	1,250	0	1,250	.00	.00	1,250.00	.0%
12301 521228 Labor Negotiations	15,000	0	15,000	.00	.00	15,000.00	.0%
12301 521229 Recruitment Related	1,125	0	1,125	60.85	.00	1,064.15	5.4%
12301 521296 Computer Support	0	0	0	1,217.73	.00	-1,217.73	.0%
12301 531303 Computer Equipmt & Software	4,450	0	4,450	3,950.00	.00	500.00	88.8%
12301 531311 Postage & Box Rent	300	0	300	22.60	.00	277.40	7.5%
12301 531312 Office Supplies	970	0	970	32.48	.00	937.52	3.3%
12301 531313 Printing & Duplicating	600	0	600	53.59	.00	546.41	8.9%
12301 531322 Subscriptions	0	0	0	1,843.41	.00	-1,843.41	.0%
12301 531323 Subscriptions-Tax & Law	1,600	0	1,600	.00	.00	1,600.00	.0%
12301 531324 Membership Dues	640	0	640	427.00	.00	213.00	66.7%
12301 531326 Advertising	200	0	200	1,925.00	5,775.00	-7,500.00	%
12301 531357 Employee Recognition	6,655	0	6,655	356.06	.00	6,298.94	5.4%
12301 532325 Registration	2,269	0	2,269	714.00	.00	1,555.00	31.5%
12301 532332 Mileage	524	0	524	37.70	.00	486.30	7.2%
12301 532334 Commercial Travel	400	0	400	401.60	.00	-1.60	100.4%
12301 532335 Meals	414	0	414	.00	.00	414.00	.0%
12301 532336 Lodging	2,548	0	2,548	164.00	.00	2,384.00	6.4%
12301 532339 Other Travel & Tolls	330	0	330	30.00	.00	300.00	9.1%
12301 532350 Training Materials	11,495	0	11,495	3,943.30	.00	7,551.70	34.3%
12301 533225 Telephone & Fax	0	0	0	7.70	.00	-7.70	.0%

03/21/2019
11:10:01

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 02

ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 535242 Maintain Machinery & Equip	0	0	0	38.06	.00	-38.06	.0%
12301 571004 IP Telephony Allocation	283	0	283	47.16	.00	235.84	16.7%
12301 571005 Duplicating Allocation	254	0	254	42.34	.00	211.66	16.7%
12301 571009 MIS PC Group Allocation	5,681	0	5,681	946.84	.00	4,734.16	16.7%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,259	0	2,259	376.50	.00	1,882.50	16.7%
12301 591519 Other Insurance	1,419	0	1,419	236.54	.00	1,182.46	16.7%
12301 594818 Capital Computer	0	12,500	12,500	.00	.00	12,500.00	.0%
12301 699999 Budgetary Fund Balance	0	-12,500	-12,500	.00	.00	-12,500.00	.0%
TOTAL Human Resources	0	0	0	7,652.74	37,709.00	-45,361.74	.0%

03/21/2019
11:10:02

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 02

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	-53,709	0	-53,709	-8,951.50	.00	-44,757.50	16.7%
12302 474106 Intergovt Shared Services	-45,460	0	-45,460	.00	.00	-45,460.00	.0%
12302 511110 Salary-Permanent Regular	60,291	0	60,291	629.36	.00	59,661.64	1.0%
12302 512141 Social Security	4,612	0	4,612	48.14	.00	4,563.86	1.0%
12302 512142 Retirement (Employer)	3,949	0	3,949	41.23	.00	3,907.77	1.0%
12302 512144 Health Insurance	14,949	0	14,949	.00	.00	14,949.00	.0%
12302 512145 Life Insurance	52	0	52	.00	.00	52.00	.0%
12302 512150 FSA Contribution	2,000	0	2,000	.00	.00	2,000.00	.0%
12302 512173 Dental Insurance	1,080	0	1,080	.00	.00	1,080.00	.0%
12302 531303 Computer Equipmt & Software	0	1,850	1,850	.00	.00	1,850.00	.0%
12302 531312 Office Supplies	50	0	50	.00	.00	50.00	.0%
12302 531313 Printing & Duplicating	20	0	20	.00	.00	20.00	.0%
12302 531320 Safety Supplies	100	0	100	9.88	.00	90.12	9.9%
12302 531322 Subscriptions	3,758	0	3,758	3,751.78	.00	6.22	99.8%
12302 531324 Membership Dues	300	0	300	250.00	.00	50.00	83.3%
12302 532325 Registration	625	0	625	15.00	.00	610.00	2.4%
12302 532332 Mileage	115	0	115	.00	.00	115.00	.0%
12302 532335 Meals	100	0	100	.00	.00	100.00	.0%
12302 532336 Lodging	328	0	328	.00	.00	328.00	.0%
12302 532350 Training Materials	5,000	2,500	7,500	.00	.00	7,500.00	.0%
12302 571004 IP Telephony Allocation	94	0	94	15.66	.00	78.34	16.7%
12302 571005 Duplicating Allocation	28	0	28	4.66	.00	23.34	16.6%
12302 571009 MIS PC Group Allocation	947	0	947	157.84	.00	789.16	16.7%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	62.84	.00	314.16	16.7%
12302 591519 Other Insurance	394	0	394	65.68	.00	328.32	16.7%
12302 699999 Budgetary Fund Balance	0	-4,350	-4,350	.00	.00	-4,350.00	.0%
TOTAL Safety	0	0	0	-3,899.43	.00	3,899.43	.0%
TOTAL General Fund	0	0	0	3,753.31	37,709.00	-41,462.31	.0%
TOTAL REVENUES	-508,316	-16,850	-525,166	-77,123.84	.00	-448,042.16	
TOTAL EXPENSES	508,316	16,850	525,166	80,877.15	37,709.00	406,579.85	

03/21/2019
11:10:02

Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 02

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	3,753.31	37,709.00	-41,462.31	.0%



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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

Vacant
Safety Coordinator

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

Issues/Items for December 2018:

- Personnel issues:
 - 3 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 2 counselings
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 1 written warning
 - 1 Performance Improvement Plan
 - 0 suspensions
 - 0 voluntary resignations
 - 0 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
 - 1 ergonomic review of work station
 - 1 employee accommodation, not Leave of Absence
 - 0 extensions of leave of absences, 0 as accommodations
 - 0 denial of leave of absence
 - 0 individual employee EAP referrals, 0 work-related and 0 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Assisted employees with health insurance issues throughout the month, including out-of-state dependents, transition of care, assuring H.S.A. verification completed, and Dean insurance card inquiries.
 - Reviewed carryover requests.
 - Assured accruals were accurate and updated for transition to Munis.
- Professional Development/Trainings:
 - Participating in Priority Based Budgeting weekly sessions.
- Recruitment and Retention:

- Posted 5 new positions and received/reviewed **154** applications
- Processed 2 new hires and 0 promotion/transfers and 0 interim promotion. 0 rehires.
- Processed 1 employee separations/seasonal layoffs
- Processed 1 status changes
- Completed and/or reviewed 21 reference checks, 1 education checks, **0** caregiver background checks, 1 credit check and 6 criminal record checks on 7 candidates, of which 7 applicants were extended an offer and **0** are pending an offer. 7 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 1 new disability requests
 - Denial of **0** sabbatical leave of absence
 - 0 bullying/hostile work environment investigation
 - 0 harassment investigation
 - **0** age discrimination concern investigated
 - **0** HIPAA violation investigation,
 - 0 FMLA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal, 3 Unemployment waivers
 - Continue to monitor 2 on-going Worker's compensation claims with 0 claim settled
 - 0 Nepotism investigation, ongoing
- Safety:
 - Monthly Safety Topic: Winter Driving
 - Contracted 1 ergonomic assessment
- Employee Recognition and Appreciation:
 - Distributed 60 Birthday cupcakes for birthdays for the month of December
 - Distributed 0 Years of Service Thank you cards and gifts/gift options for the month of December
 - Coordinated "Ugly Sweater Day" and employee potluck at the Courthouse, in conjunction with a visit from Santa Claus and caroling from daycare children
- Miscellaneous:
 - Completed Human Resources Programs and Costing for Priority Based Budgeting
 - Went "Live" with MUNIS Payroll
 - Drafted 3 resolutions and 1 ordinance for Committee/Board
 - Responded to 1 new open records request
 - Finalized AlertSense, grouping employees, for more efficient notifications to employees

Action Items for January, 2019:

- Plan an employee recognition event for January
- Complete RFP for employee voluntary benefits
- 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
- Continue to work toward Priority Based Budgeting
- Locate a consultant to assist with Ordinance/Policy revamping

Respectfully Submitted,



Terri M Palm
Human Resources Director



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HUMAN RESOURCES**
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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

Vacant
Safety Coordinator

**Human Resources Department
Monthly Report
January, 2019**

Issues/Items for January, 2019:

- Personnel issues:
 - 3 new and 0 ongoing performance-related concerns/investigatory issues, resulting in:
 - 3 counselings
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 1 written warning
 - 2 Performance Improvement Plan
 - 0 suspensions
 - 0 voluntary resignations
 - 0 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
 - 1 employee accommodation, not Leave of Absence
 - 1 extensions of leave of absences, 0 as accommodations
 - 0 denial of leave of absence
 - 3 individual employee EAP referrals, 3 work-related and 0 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Completed H.S.A and H.R.A. monthly upload, correcting any errors associated with the mass upload.
 - Adjusted accruals based on forfeitures.
- Professional Development/Trainings:
 - Participating in Priority Based Budgeting weekly sessions.
 - Attended Annual WPELRA Conference January 31 and February 1 in Madison.
- Recruitment and Retention:
 - Posted **9** new positions and received/reviewed **134** applications
 - Processed 12 new hires and 5 promotion/transfers and 0 interim promotion. 0 rehires.


- Processed 4 employee separations/seasonal layoffs
- Processed 0 status changes
- Completed and/or reviewed 23 reference checks, 2 education checks, 6 caregiver background checks, 0 credit check, 7 criminal record checks and 3 driving record checks on 9 candidates, of which 8 applicants were extended an offer and 0 are pending an offer. 6 applicants accepted. 2 candidates declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored 43 active FMLA requests, both new and on-going.
 - Received 6 First Report of Injuries, of which 1 was reportable
 - Accommodated 1 new disability requests
 - Denial of 0 sabbatical leave of absence
 - 1 bullying/hostile work environment investigation
 - 0 harassment investigation
 - 0 age discrimination concern investigated
 - 0 HIPAA violation investigation,
 - 0 FMLA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal, 0 Unemployment waivers
 - Continue to monitor 2 on-going Worker's compensation claims with 0 claim settled
 - 0 Nepotism investigation, ongoing
- Safety:
 - Monthly Safety Topic: None
 - Contracted 0 ergonomic assessment
- Employee Recognition and Appreciation:
 - Distributed 53 Birthday cupcakes for birthdays for the month of January
 - Distributed 9 Years of Service Thank you cards and gifts/gift options for the month of January
 - Coordinated PJ and Slipper day on January 25 as a fundraiser for homeless Veterans in Jefferson County
- Miscellaneous:
 - Implemented the Classification and Compensation study in MUNIS, effective January 6
 - Drafted 0 resolutions and 0 ordinance for Committee/Board
 - Responded to 1 new open records request
 - Utilized AlertSense to notify employees of Inclement weather and closing to all non-essential personnel on Monday, January 28

Action Items for February, 2019:

- Plan an employee recognition event for February
- Complete RFP for employee voluntary benefits
- 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
- Continue to work toward Priority Based Budgeting
- Locate a consultant to assist with Ordinance/Policy revamping

Respectfully Submitted,



Terri M Palm
Human Resources Director



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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Specialist

Vacant
Safety Coordinator

**Human Resources Department
Monthly Report
February, 2019**

Issues/Items for February, 2019:

- Personnel issues:
 - 5 new and 0 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
 - 0 suspensions
 - 0 voluntary resignations
 - 1 terminations of employment
 - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
 - 1 investigations on-going
 - 1 computer/phone/camera record searches
 - 0 employee privacy complaint investigation
 - 2 new employee health-related concerns and Dean coverage
 - 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
 - 1 individual employee EAP referrals, 1 work-related and 1 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Meeting with Dodge/Jefferson 'Consortium' with Dean and M3 to discuss opportunities in the future
 - Nationwide Deferred compensation notice of Fixed fund account changes
- Professional Development/Trainings:
 - Employee Screening webinar, February 28
- Recruitment and Retention:
 - Posted **8** new positions and received/reviewed **195** applications
 - Processed 9 new hires and 5 promotion/transfers and 0 interim promotion. 0 rehires.
 - Processed 1 employee separations/seasonal layoffs


- Processed 1 status changes
- Completed and/or reviewed 22 reference checks, 5 education checks, 3 caregiver background checks, 0 credit check, 10 criminal record checks and 0 driving record checks on 9 candidates and 10 current employees, of which 8 applicants were extended an offer and 1 are pending an offer. 7 applicants accepted. 1 candidate declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored **60** active FMLA requests, both new and on-going.
 - Received 10 First Report of Injuries, of which 8 were reportable
 - Accommodated 0 new disability requests
 - Denial of **0** sabbatical leave of absence
 - 0 bullying/hostile work environment investigation
 - 1 harassment investigation, ongoing
 - **0** age discrimination concern investigated
 - **0** HIPAA violation investigation,
 - 0 FMLA violation investigation
 - 1 FLSA violation investigation
 - 0 retaliation violation investigation
 - 0 Unemployment Appeal, 0 Unemployment waivers
 - Continue to monitor 2 on-going Worker's compensation claims with 0 claim settled
 - 0 Nepotism investigation, ongoing
- Safety:
 - Monthly Safety Topic: Daylight Savings Time
 - Contracted 0 ergonomic assessment
- Employee Recognition and Appreciation:
 - Distributed 38 Birthday cupcakes for birthdays for the month of February
 - Distributed 3 Years of Service Thank you cards and gifts/gift options for the month of January
- Miscellaneous:
 - Drafted 0 resolutions and 0 ordinance for Committee/Board
 - Responded to 1 new open records request

Action Items for March, 2019:

- Plan an employee recognition event for March
- Complete RFP for employee voluntary benefits
- 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
- Continue to work toward Priority Based Budgeting
- Locate a consultant to assist with Ordinance/Policy revamping

Respectfully Submitted,

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

Terri M Palm
Human Resources Director

**Report to Human Resources Committee
March 25, 2019**

MONTHLY ACCOMPLISHMENTS/GOALS:

- December 2018, January 2019, February 2019 reports included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since December 18, 2018:

- **Child Support Agency**
 - Enforcement Specialist
- **County Clerk**
 - Chief Deputy County Clerk/Elections Clerk
- **Fair Park**
 - Fair Park Director
 - Maintenance Worker II
- **Health Department**
- **Highway Department**
 - Highway Worker
- **Human Services**
 - Administrative Assistant I
 - CCS Mental Health Professionals x 2
 - Comprehensive Community Services Facilitator x 2
 - CPS Ongoing Worker
 - Group Home Worker – pool
 - Intake Worker x 2
 - Mobility Manager
 - Psychotherapist
 - Van Driver, part-time
- **Medical Examiner's Office**
 - Investigator, part-time
- **Sheriff's Office**
 - Communications Operator x 2

EMERGENCY HELP REQUESTS: The following emergency help requests were received since December, 2019:

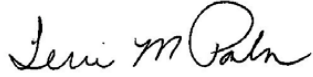
- Maintenance Worker in Central Services, either LTE or contract.
- County Clerk, increase of part-time hours to assist with elections through 3/1/19.
- Human Services, RN/LPN assistance to set up 1000 client charts for e-prescribing
- Human Services, Administrative support in CSP program

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 BONUSES FOR CURRENT EMPLOYEES:**

- Extra step provided to new Jail LPN
- Extra week of vacation provided to Accounting Manager

Respectfully Submitted,

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

Terri M Palm
Human Resources Director