

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

Tuesday, May 7, 2019 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; James Schroeder; 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
7. Approval of March 25, 2019, Human Resources Committee Minutes
8. Establish 2020 Non-classified hourly rate of pay
9. Discussion and possible action to create one full-time Maintenance Worker II position and elimination of two 1000-hour Maintenance Worker I positions at the Fair Park
10. Discussion and possible action to create one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department
11. Discussion and possible action to accept new funding from the Crisis Innovation Incentive Awards Application and to create one full-time Intake Worker position at Human Services
12. Discussion and possible action to amend the Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership (now known as "ThriveED") to fill the vacant Managing Director/Business Development position in the Economic Development department to be shared with Dodge County
13. Discussion and update on review of Personnel policies and the Personnel Ordinance
14. Review of April, 2019 Monthly Financial Reports for Human Resources and Safety
15. Report from Human Resources Director:
 - a. March, 2019 monthly accomplishments and goals
 - b. April, 2019 monthly accomplishments and goals
 - c. Vacant position requests
 - d. Emergency Help requests
 - e. Leave of Absence requests
 - f. Additional Steps and/or Benefits and/or Interim Appointments provided to employees
16. Set next meeting date and agenda items
17. Adjournment

Next scheduled meeting: Tuesday, May 21, 2019 at 8:30 a.m.; Tuesday, June 18, 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.

HUMAN RESOURCES COMMITTEE MEETING MINUTES

March 25, 2019 @ 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, Vice Chair, Laura Payne and Jim Schroeder. Excused: Michael Wineke. **Quorum established.** Others staff present: Barbara Frank, County Clerk; Staci Hoffman, Register of Deeds; Terri Palm-Kostroski, Human Resources Director; Jeffrey Parker, Chief Deputy and Benjamin Wehmeier, County Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Address item 16, Discussion on hiring a consultant to review Personnel Ordinance immediately following item 12, discussion on recruitment challenges for Communication Operators.
5. Public Comment: None.
6. Election of Secretary: Motion by L. Payne to nominate Kirk Lund as Secretary. Second by J. Schroeder. No additional nominations. Motion to close nominations and elect K. Lund as Secretary by acclamation. Second by L. Payne. Motion passed 4:0.
7. Communications: Review of seven retirements from January – March, 2019.
8. Approval of December 18, 2018, Human Resources Committee Minutes. **Motion by second by L. Payne, second by K. Lund, to approve the Human Resources Committee December 18, 2018 minutes as presented. Motion passed 4:0.**
9. **Motion by J. Schroeder, second by L. Payne, to convene into closed session pursuant to Wisconsin State Statue 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 Memorandum of Understanding with Jefferson County Law Enforcement Officers Association, Local 102 to enter into a side agreement regarding starting wages and vacation for new deputies with prior law enforcement experience.** Roll call: K. Lund, Aye; J. Schroeder, Aye; L. Payne, Aye; J. Braughler, Aye. Moved into closed session 8:35 a.m.

Also present: J. Parker, T. Palm-Kostroski, and B. Wehmeier.

10. **Motion by K. Lund, second by J. Schroeder, to reconvene into open session. Motion passed 4:0. Reconvened into open session at 8:42 a.m.**

Motion by L. Payne, second by K. Lund, to approve the Memorandum of Understanding between Jefferson County and the Local 102 regarding starting wages and vacation for new deputies with prior law enforcement experience. Motion passed 4:0.

11. Discussion on the Civil Service Ordinance as it relates to recruitment, selection and hiring. T. Palm, B. Wehmeier and J. Parker discussed upcoming vacancies, including two of three Captain positions. Currently, the civil service ordinance does not allow the County to hire from the outside except for the Chief Deputy position. J. Parker indicated the Sheriff was not looking at opening this to external candidates; however, T. Palm and B. Wehmeier expressed concern of finding well-qualified candidates that may be interested in management positions and more discussions may need to occur regarding allowing the Sheriff the *discretion* of hiring external candidates. **Discussion only, no action taken.**
12. Discussion on recruitment challenges for Communication Operators in the Sheriff's Office and hiring above minimum guidelines for the position. T. Palm presented information that Jefferson County's maximum salary for Communication Operator's is aligned well with the market; however, starting wages is significantly lower. In addition, in the last couple of years, turnover has occurred and recruitment and retention has been challenging, resulting in a significant increase of mandatory overtime for other remaining staff. T. Palm drafted guidelines to offer new hires a starting wage at step 5 of the applicable pay grade, which is in the 25th percentile of market. **Discussion only, no action taken.**
13. Discussion on hiring a consultant to review and make recommendations to update Personnel policies and the Personnel Ordinance. T. Palm and B. Wehmeier explained that it has been a goal of both Human Resources and Administration to review all County ordinances and policies, to assure they are consistent and not conflicting with other policies, easy to understand and easy to locate, and complete and follow best practices. Discussions are in progress with potential partners/consultants who are very familiar with Human Resources issues in the public sector and have resources available to them that would not involve creating the wheel. This is a big project with a goal to have a final product for recommendation by the end of 2019. However, it is recognized that some policies may need to be addressed prior to that. B. Frank and S. Hoffman expressed concerns over current policy HR0420, County Employee to Elected Official, which was first enacted in 1997. The primary issue is using the rate of pay an elected official was at as a Jefferson County employee, prior to becoming an elected official, for payout of sick time upon retirement from the elected official position. Discussion included that there is not a consensus among counties on this issue, current employees may bank sick time from 10 years ago but are paid out at a higher rate than earned, and a legal concern of tying payout to the salary of an elected official. Committee recommended having a consultant and legal review of this ordinance. **Discussion only, no action taken.**
14. Discussion and possible action to create a full-time Maintenance I worker in the Central Services Department. Discussion included the fact that Central Services has worked without a full-time staff for nearly 2-years and remaining maintenance staff have taken on administrative and planning duties, taking away time dedicated to maintenance duties. This has resulted in a need to provide additional staff dedicated to maintenance duties. **Motion by K. Lund, second by L. Payne, to recommend the creation of a full-time Maintenance I worker in the Central Services Department. Motion passed 4:0.**
15. Discussion on hiring additional Assistant Corporation Counsel in the Corporation Counsel Office to assist with Human Services legal needs. B. Wehmeier discussed the need for additional staff to assist with the increasing Termination of Parental Rights (TPR) cases. The solution needs to expedite the process to create certainty for the child(ren) and families and funding is available through IV-E dollars (foster care funding) if the County does the TPR's internally. The District Attorney's Office has been notified of the possible transition with a goal to have a formal proposal before September 1, 2019. **Discussion only, no action taken.**

16. Discussion on possible contracting to fill the vacant Managing Director/Business Development position in the Economic Development department due to potential amendment of an Intercounty Government Agreement. The Managing Director/Business Development position was created a couple of years ago as an assistant to the Director, but it has never been filled. Jefferson County has been working with Dodge County on equity of services and needs of services and discussing amendment to the intercounty government agreement with Dodge County to increase Dodge County's per capita contribution to match Jefferson County's per capita contribution. This increase would help fill the vacant role, which would presumably start out as a contract position to evaluate if the needs of Jefferson and Dodge County are being met and is working, both financially and as a shared position. **Discussion only, no action taken.**
17. Discussion and update on Nationwide Fixed Account investment options. T. Palm discussed that Nationwide is changing the guaranteed minimum interest rate (GMIR) for the fixed account, which is currently 3.5%. There are three options that the County must choose from which will affect everyone in fixed accounts or may want to contribute to fixed accounts in the future. The three options include a gradual decrease in the GMIR over 5 years and 5 years to remove all current money from the fund; a gradual decrease in the GMIR over 5 years and 3 years to remove all current money from the fund but with a lower crediting rate; and continue with the 3.5% GMIR for all existing fixed fund accounts but new accounts will have initial crediting rate of 1.2% and a .5% GMIR. Communications were sent to retirees and employees and several meetings were held on-site. **Discussion only, no action taken.**
18. Discussion on current Dean Health Insurance plan design and definitions as it relates to 2020 renewal. T. Palm and B. Wehmeier discussed some of the successes and challenges in the last few months with the transition to Dean. Also discussed were ways to consider providing a high level of service and minimizing the costs. This includes looking at retiree coverage, a buy-out option and plan design attributes in general. After 6 months in the plan, there should be some utilization data available to help narrow the focus on not only expenses, but also focus on wellness initiatives. Options will include working with Dodge County and other municipalities in the intercounty government agreement. **Discussion only, no action taken.**
19. Review of December, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures, which bottom line met the 2018 goals. **Discussion only, no action taken.**
20. Review of January and February, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
21. Report from Human Resources Director. T. Palm reviewed the December, 2018; January, 2019; and February, 2019, monthly accomplishments and goals. There were 20 vacant positions authorized to recruit for, 4 emergency help request approved, 0 leave of absence request and 2 employees who received an extra step(s) and/or negotiated benefits. **Discussion only, no action taken.**
22. Set next meeting date and agenda items: Tuesday, April 16, 2019 at 8:30 a.m, to include updates on updates as available and setting non-classified 2020 pay rates.
23. Adjournment **Motion by J. Schroeder, second by K. Lund, to adjourn. Motion Passed 4:0. Meeting adjourned at 10:04 a.m.**

PAY RATES (hourly) FOR NON-CLASSIFIED POSITIONS

January 2020 – December 2020

Seasonal Workers: Fair, Highway and Parks (less than 6 months with a complete 6 month break before return)	\$11.00 starting with \$.25/year returning with a maximum at \$12.00
Fair week: Laborers and general office	\$10.00 starting with \$.25/year returning with a maximum at \$11.00
Fair week Financial staff	\$11.50 starting with \$.25/year returning with a maximum at \$12.50
Interns/Co-op students	\$8.75-\$15.00, pending internship level and with Co. Admin approval
Veteran Service Clerk	\$8.75 starting with \$.25/year returning with a maximum at \$9.75
UW Extension Summer 4-H staff	\$11.00
WIC Breastfeeding Peer Counselors	\$13.00 starting with \$.25/year returning with a maximum at \$14.00
ME Investigators, Part-time	\$14.00 starting with \$.25/year returning with a maximum at \$15.00
Emergency Help	varies as determined by County Administrator or designee

RESOLUTION NO. 2018-_____

Creating one full-time Building Maintenance Worker II position and eliminating two 1000-hour Grounds Worker positions at the Fair Park

Executive Summary

Currently, the Fair Park maintenance staff is responsible for maintaining over 15 buildings and outdoor arenas and the grounds surrounding these facilities covering over 90 acres. 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, event set-up and take-down and being on call for emergencies during events. At present the Fair Park Maintenance staff consists of one Fair Park Supervisor, one Maintenance Worker II, 3 Grounds Workers (each at 1000 hours/year) and one seasonal laborer worker. In addition, there are two On-site Caretakers, primarily for grounds care and supervising the campsites during the camping season.

In 2010, due to budget constraints, one full-time Maintenance Worker II position was eliminated and one part-time, non-benefited position and one 1000-hour, non-benefited position was created. In 2011, the one part-time, non-benefited position was eliminated to create one 1000-hour Grounds Worker, non-benefited position. Recruitment and retention efforts have not been successful in the last few years for the 1000-hour Grounds Worker, non-benefited positions at the Fair Park. Therefore, the Fair Park Director and the County Administrator recommend eliminating two 1000-hour Grounds Worker positions and creating one full-time Maintenance Worker II position. These changes will provide consistent staffing levels needed to perform routine and preventative maintenance to buildings and grounds to assure the safety of citizens, visitors and employees.

With the savings resulting from the elimination of positions and the vacancy of the County Fair and Park Event Director position, no tax-levy is requested for 2019. In 2020 and future years, the newly created Maintenance II position will be sustained with the increased revenues from events and sponsorships, as well as the differences in budgeted salaries for the Director position in 2019 and future years.

On May 7, 2019, the Human Resources Committee reviewed the request from the County Administrator and County Fair and Park Event Director and recommended forwarding this resolution to the County Board to create one full-time Building Maintenance Worker II position and eliminate two 1000-hour, Grounds Worker positions at the Fair Park.

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 the Fair Park facilities are not adequately being performed with current staffing levels, and

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

WHEREAS, attempts to hire and retain 1000-hour Grounds Worker staff have been unsuccessful.

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget setting forth position allocations in the Fair Park is hereby amended to create one full-time Building Maintenance Worker II position and eliminate two 1000-hour Grounds Worker positions at the Fair Park, to become effective upon passage.

Fiscal Note: The cost of the Maintenance Worker II position is budgeted for \$62,463 annually for salary and fringe benefits (\$55,482 for the remainder of 2019 for salary and benefits). The savings with the elimination of two 1000-hour Grounds Worker positions is budgeted at \$32,749 annually for salary and fringe benefits (\$22,924 for the remainder of 2019 for salary and benefits). The County Fair and Park Event Director was vacant January through April, with a budgeted savings of \$37,540. 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

05-14-19

Terri M. Palm: 05-02-19; J. Blair Ward: 05-06-19

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

DRAFT

RESOLUTION NO. 2019-____

Transferring cases involving Children in Need of Protection and Services, Termination of Parental Rights and juvenile guardianships from the District Attorney's Office to the Corporation Counsel Office and creating an additional attorney position in the Corporation Counsel Office

Executive Summary

The District Attorney's Office represents the interests of the public in cases involving Children in Need of Protection and Services (CHIPS), Termination of Parental Rights (TPR), and juvenile guardianships. Beginning in 2010, the District Attorney's Office started contracting with outside legal counsel to serve as a special prosecutor to assist in prosecuting Termination of Parental Rights cases. Due to the increasing number of children in need of services in Jefferson County and the increasing number of cases prosecuted by the District Attorney's Office, the Human Services Department considered alternatives to hiring outside legal counsel. It was determined that transferring certain duties from the District Attorney's Office to the Corporation Counsel Office would reduce the need for contracted legal services and allow the District Attorney's Office, which is understaffed by 2.3 attorneys, to allocate more use-its resources to prosecuting criminal and other statutorily required cases, including juvenile cases under Chapter 948. This transfer of duties to the Corporation Counsel Office requires the creation and funding of an attorney position in the Corporation Counsel Office to assume the additional duties. The additional position is also necessary for the Corporation Counsel Office to properly represent the county on cases such as mental health commitments, guardianships and protective placements which have been increasing every year. The costs associated with adding an attorney position in the Corporation Counsel Office are expected to be offset by the cost savings from reducing the need for outside legal counsel, Human Services Reserve Fund and by reducing the length of time that children reside in foster care pending termination of parental rights. will be partially offset by grant funding and by reducing the use of outside legal counsel. The Human Services Board considered this proposal at its meeting on March 12, 2019, and supported moving forward with a resolution to transfer designated Chapter 48 cases to the Corporation Counsel Office, but did not address adding an attorney position to the Corporation Counsel Office. The Human Resources Committee considered this resolution at its meeting on May 7, 2019, and recommend forwarding to the County Board for approval.

WHEREAS, the District Attorney's Office prosecutes cases involving Children in Need of Protection and Services (CHIPS), Termination of Parental Rights (TPR), and juvenile guardianships, and

WHEREAS, it is the recommendation of the Jefferson County Human Services Board that cases involving Children in Need of Protection and Services, Termination of Parental Rights and juvenile guardianships be transferred from the District Attorney's Office to the Corporation Counsel Office, and

WHEREAS, transferring duties to the Corporation Counsel Office will require an additional attorney position in the Corporation Counsel Office, and

WHEREAS, pursuant to Section 48.09, Wis. Stats., the County Board of Supervisors

may transfer this authority to or from the District Attorney's Office if the action is effective on September 1st of an odd-numbered year, and the State of Wisconsin Department of Administration is notified of the change by January 1st of that odd-numbered year, and

WHEREAS, Jefferson County notified the State of Wisconsin Department of Administration of this proposed transition from the District Attorney's Office to the Corporation Counsel Office on December 21, 2018, subject to County Board approval.

NOW, THEREFORE, BE IT RESOLVED that pursuant to Section 48.09 Wis. Stats. the Jefferson County Board of Supervisors authorizes the transfer of duties from the District Attorney's Office to the Corporation Counsel Office in prosecuting cases involving Children in Need of Protection and Services under sections 48.13 to 48.16 Wis. Stats., Termination of Parental Rights under sections 48.40 to 48.435 Wis. Stats., and juvenile guardianships under section 48.977 Wis. Stats., to be effective September 1, 2019.

BE IT FURTHER RESOLVED, to accommodate the increased number of cases prosecuted by the Corporation Counsel Office, an additional attorney position is hereby authorized.

BE IT FURTHER RESOLVED, that a certified copy of this Resolution shall be filed with the Wisconsin Department of Administration upon passage.

BE IT FURTHER RESOLVED, that publication of this resolution may occur through posting in accordance with Section 985.02 of the Wisconsin Statutes.

Fiscal Note: Costs associated with hiring an attorney for the Corporation Counsel Office are estimated at \$55,346 for the remainder of 2019. Thereafter, annual costs are estimated at \$109,465 to be adjusted for cost of living and annual step increases. Approximately 30 percent of the costs associated with adding an attorney position in the Corporation Counsel Office will be funded by a grant through the Human Services Department. The remaining costs are expected to be offset by the cost savings from reducing the need for outside legal counsel and by reducing the length of time that children reside in foster care pending termination of parental rights. 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:_____

Referred By
Human Services Board
Human Resources Committee

5-14-2019

REVIEWED: County Administrator:_____; Corporation Counsel:_____; Finance Director:_____

RESOLUTION NO. 2018-_____

Accepting grant funding through the Crisis Stabilization Innovation Incentive Award for Long-Term Care and creating a full-time Intake Worker position at the Human Services Department

Executive Summary

Jefferson County Human Services was recently awarded a grant from the Crisis Stabilization Innovation Incentive Award for Long-Term Care (LTC). The County will receive a grant in the amount of \$218,041 to fund one full-time Intake Worker position in the Emergency Mental Health division, including all overhead costs and IT costs. This one-time grant will provide needed services through December 31, 2020; thereafter, the new Intake Worker position is anticipated to be fully funded by Medicaid and a purchase of service contract with Managed Care Organizations. Otherwise, the position will be eliminated.

As the frequency and severity of complex behavioral health needs in the Long-Term Care population continues to rise, crisis intervention and stabilization services will require effective communication and collaboration between the state-contracted and county systems in order to prevent and reduce admissions to psychiatric facilities for adults served by LTC programs, and to prevent unnecessary psychiatric hospitalizations. These facilities are known as institutions for mental disease. The crisis intervention innovation incentive awards promotes collaboration between county human service departments and LTC stakeholders through improving the systems of care involved in supporting vulnerable Wisconsin residents who may be at risk of being admitted to an institution for mental disease, and to support local and regional efforts to reduce the frequency and duration of these stays for adults receiving Medicaid-funded LTC services. Human Services has the support of Law Enforcement, Hospitals and Managed Care Organizations to collaboratively find a solution to reduce the number of admissions to institutions for mental disease by treating more people on an out-patient basis.

On May 7, 2019, the Human Resources Committee reviewed the request from the Human Services Director and recommended forwarding this resolution to the County Board to create one full-time Intake Worker position in Emergency Mental Health at the Human Services Department and accept the grant funding of \$218,041, of which \$85,150 will be distributed in 2019.

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

WHEREAS, the issue of increasing Institution for Mental Disease (IMD) admissions and the cost associated with said admissions continues to be a concern throughout the County, and

WHEREAS, grant funding is available from the Crisis Stabilization Innovation Incentive Awards for Long Term Care Grant, and

WHEREAS, to meet the need for Jefferson County long-term care citizens who are in crisis, the Human Services Director requests, and the Human Resources Committee recommends, creation of one full-time Intake Worker position in the Emergency Mental Health division at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2019 County Budget be amended to accept the grant funding from the Crisis Stabilization Innovation Incentive Awards for Long Term Care Grant in the amount of \$218,041, with \$85,150 designated for 2019 and the remaining \$132,981 for 2020.

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 full-time Intake Worker

position in the Emergency Mental Health division at the Human Services Department, to become effective upon passage.

Fiscal Note: The Crisis Stabilization Innovation Incentive Awards for Long Term Care Grant is for 20-months for a total of \$218,041. The Intake Worker position is budgeted for \$132,865 for 20-months for salary and fringe benefits (\$59,945 for the remainder of 2019 for salary and fringe benefits) and is fully funded through the Crisis Stabilization Innovation Incentive Awards for Long Term Care Grant; therefore, no tax-levy is required for this position. The remaining \$85,176 of the grant is budgeted for supervisory time, IT costs and overhead and other program related expense for 20-months. Jefferson County will receive \$85,150 of the \$218,041 in 2019. Please see the attached Budget Adjustment or Amendment Request form for the proposed adjustment to the 2019 budget. 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

05-14-19

Terri M. Palm: 05-03-19

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

DRAFT

**JEFFERSON COUNTY
BUDGET ADJUSTMENT OR AMENDMENT REQUEST**

<u>Adjustment</u>	<u>Description</u>	<u>Approval Level</u>
<input type="checkbox"/> Level 1	Adjustments of operating appropriations up to \$4,999 from one account to another <u>within</u> the department's budget	Department Head
<input type="checkbox"/> Level 2	<input type="checkbox"/> a. Adjustments of operating appropriations over \$5,000 and up from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> b. Substitution of capital items or adjustment of operating to capital appropriations up to \$24,999 from one account to another <u>within</u> the department's budget.	Administrator
	<input type="checkbox"/> c. Transfers between departments within a budgetary function of up to \$24,999.	Administrator
<input type="checkbox"/> Level 3	Amendments of operating or capital appropriations needing additional funding from contingency funds from that are under 10% of the funds originally appropriated for an individual department.	Finance Committee
<input type="checkbox"/> Level 4	<input type="checkbox"/> a. Amendments of operating or capital appropriations needing additional funding from contingency funds from that are over 10% of the funds originally appropriated for an individual department.	County Board
	<input checked="" type="checkbox"/> b. New programs in a department that were not originally budgeted through increase in expenses with offsetting increase in revenue for that program. (i.e. grant funding or donations)	County Board
	<input type="checkbox"/> c. Substitution of capital items or adjustment of operating to capital appropriations over \$25,000 from one account to another <u>within</u> the department's budget.	County Board
	<input type="checkbox"/> d. Amendments of operating or capital appropriations needing funding from general fund balance.	County Board

Increase	Decrease	Account #	Account Title	Amount
		Org Object Project		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 421001 65008	State Aid	(85,150)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 511110 65008	Salary - Permanent Regular	6,593
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 511210 65008	Wages - Regular	35,610
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 512141 65008	Social Security	2,724
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 512142 65008	Retirement (Employer)	2,332
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 512144 65008	Health Insurance	9,966
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 512151 65008	HSA Contribution	2,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 512173 65008	Dental Insurance	720
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 531303 65008	Comp Equip Soft	10,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 531312 65008	Office Supplies	4,350
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 531326 65008	Advertising	500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	63028011 543954 65008	Overhead Allocation	10,355
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Description of Adjustment:
Crisis Innovation Grant awarded for May 2019 through Dec 2020. Costs are associated with new position for 8 months in 2019.

Department Head Signature _____ Date _____
 County Administrator Signature _____ Date _____

1) Salaries and Fringes are not included as operating above, any changes to salaries and fringes must be discussed with the County Administrator.
 2) The County Administrator shall make the determination if the budget adjustment needs to go to the County Board.
 3) Any items \$5,000 and above must be capitalized.

**Amendment to the Partnership Agreement Between Dodge County, the
Jefferson County Economic Development Consortium, and Glacial Heritage
Development Partnership** (now known as “ThriveED”)

This **Amendment** to the Partnership Agreement is made by and between the Jefferson County Economic Development Consortium (the JCEDC), Glacial Heritage Development Partnership (GHDP now known as “ThriveED”), and Dodge County, Wisconsin, (the County), and shall modify the Partnership Agreement as follows:

WHEREAS, in February of 2017, Dodge County entered into an agreement with the Jefferson County Economic Development Consortium (hereinafter the “JCEDC”) and Glacial Heritage Development Partnership (“GHDP” now known as “ThriveED”), titled *Partnership Agreement Between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership* (hereinafter the “Partnership Agreement”); and,

WHEREAS, pursuant to Dodge County Resolution No. 19-08, Dodge County will increase its financial contribution to the JCEDC from the current amount of \$85,000 annually to an amount equal to \$1.50 per capita based on the population of Dodge County commencing by payment of a prorated amount on July 1, 2019 of \$24,961.75, with subsequent annual payments being made on July 1, which payments shall be adjusted based on Dodge County’s population from the previous year per the estimate provided by the Wisconsin Department of Administration-Local Government Demographic Service Center, under the terms and conditions set forth in said Partnership Agreement referenced above, and

WHEREAS, the parties to this agreement will consult annually to establish performance objectives for the following year including benchmarks and goals for the Business Development staff dedicated to Dodge County and to review the performance objectives established for the previous year, and

WHEREAS, the Partnership Agreement shall further be amended to continue indefinitely with the parties having the right to terminate this agreement in accordance with the Termination provision in the Partnership Agreement.

WHEREAS, as consideration for increasing its contribution, Dodge County will be provided with additional economic development services from ThriveED in the form of a ¾ time on-site Business Development staff and will be permitted one (1) voting member to serve on the JCEDC Board, appointed by the Dodge County Board Chairman, which is in addition to the Dodge County member appointed to the ThriveED Board.

NOW THEREFORE, it is hereby agreed by and between the Parties, that the

Partnership Agreement is amended as stated above and all provisions of the Partnership Agreement not addressed in this Amendment shall remain in full force and effect.

Dated this _____ day of April, 2019.

ThriveED

By: _____
Nate Salas, Chair
ThriveED

Date: _____

Jefferson County Economic Development Consortium

By: _____
_____, Chair
Jefferson County Economic Development Consortium

Date: _____

Jefferson County, Wisconsin

By: _____
James Schroeder, Chairperson
Jefferson County Board of Supervisors

Date: _____

Dodge County, Wisconsin

By: _____
Russell Kottke, Chairman
Dodge County Board of Supervisors

Date: _____

By: _____
Karen Gibson
Dodge County Clerk

Date: _____

05/06/2019
16:29:50

Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
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FROM 2019 01 TO 2019 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12301 Human Resources							
12301 511110 Salary-Permanent Regular	174,648	0	174,648	54,593.59	.00	120,054.41	31.3%
12301 511210 Wages-Regular	53,561	0	53,561	18,649.59	.00	34,911.41	34.8%
12301 511330 Wages-Longevity Pay	309	0	309	.00	.00	309.00	.0%
12301 512141 Social Security	17,482	0	17,482	5,200.55	.00	12,281.45	29.7%
12301 512142 Retirement (Employer)	14,968	0	14,968	4,797.41	.00	10,170.59	32.1%
12301 512144 Health Insurance	44,847	0	44,847	13,747.35	.00	31,099.65	30.7%
12301 512145 Life Insurance	46	0	46	15.32	.00	30.68	33.3%
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	906.39	.00	2,333.61	28.0%
12301 521218 Arbitrator	400	0	400	.00	.00	400.00	.0%
12301 521219 Other Professional Serv	18,240	0	18,240	5,225.00	24,315.00	-11,300.00	162.0%
12301 521225 Section 125	14,240	0	14,240	7,075.00	16,975.00	-9,810.00	168.9%
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	1,141.40	.00	-16.40	101.5%
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	131.79	.00	168.21	43.9%
12301 531312 Office Supplies	970	0	970	49.40	.00	920.60	5.1%
12301 531313 Printing & Duplicating	600	0	600	53.59	.00	546.41	8.9%
12301 531322 Subscriptions	0	0	0	2,203.41	.00	-2,203.41	.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	600.00	5,775.00	-6,175.00	%
12301 531357 Employee Recognition	6,655	0	6,655	-1,712.22	.00	8,367.22	25.7%
12301 532325 Registration	2,269	0	2,269	834.00	.00	1,435.00	36.8%
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	5,247.30	.00	6,247.70	45.6%
12301 533225 Telephone & Fax	0	0	0	15.48	.00	-15.48	.0%
12301 535242 Maintain Machinery & Equip	0	0	0	75.12	.00	-75.12	.0%
12301 571004 IP Telephony Allocation	283	0	283	70.74	.00	212.26	25.0%
12301 571005 Duplicating Allocation	254	0	254	63.51	.00	190.49	25.0%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 04

ACCOUNTS FOR:
100 General Fund

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
12301 571009 MIS PC Group Allocation	5,681	0	5,681	1,420.26	.00	4,260.74	25.0%
12301 571010 MIS Systems Grp Alloc(ISIS)	2,259	0	2,259	564.75	.00	1,694.25	25.0%
12301 591519 Other Insurance	1,419	0	1,419	354.81	.00	1,064.19	25.0%
12301 592006 WRS Interest	0	0	0	23.70	.00	-23.70	.0%
12301 594818 Capital Computer	0	12,500	12,500	1,672.15	10,827.85	.00	100.0%
TOTAL Human Resources	409,147	12,500	421,647	135,247.42	57,892.85	228,506.73	45.8%

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
12302 Safety							
12302 511110 Salary-Permanent Regular	60,291	0	60,291	880.70	.00	59,410.30	1.5%
12302 512141 Social Security	4,612	0	4,612	67.38	.00	4,544.62	1.5%
12302 512142 Retirement (Employer)	3,949	0	3,949	57.69	.00	3,891.31	1.5%
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	1,850.00	.00	100.0%
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	69.65	.00	30.35	69.7%
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	23.49	.00	70.51	25.0%
12302 571005 Duplicating Allocation	28	0	28	6.99	.00	21.01	25.0%
12302 571009 MIS PC Group Allocation	947	0	947	236.76	.00	710.24	25.0%
12302 571010 MIS Systems Grp Alloc(ISIS)	377	0	377	94.26	.00	282.74	25.0%
12302 591519 Other Insurance	394	0	394	98.52	.00	295.48	25.0%
TOTAL Safety	99,169	4,350	103,519	5,552.22	1,850.00	96,116.78	7.2%
TOTAL General Fund	508,316	16,850	525,166	140,799.64	59,742.85	324,623.51	38.2%
TOTAL EXPENSES	508,316	16,850	525,166	140,799.64	59,742.85	324,623.51	

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Jefferson County
FLEXIBLE PERIOD REPORT

FROM 2019 01 TO 2019 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	508,316	16,850	525,166	140,799.64	59,742.85	324,623.51	38.2%

REPORT OPTIONS

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

Report title: FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2018/ 1

To Yr/Per: 2018/12

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D



**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
April, 2019**

Issues/Items for April, 2019:

- Personnel issues:
 - 4 new and 1 ongoing performance-related concerns/investigatory issues, resulting in:
 - 1 counselings
 - 0 extensions of probationary periods
 - 0 verbal warning
 - 1 written warning
 - 1 Performance Improvement Plan
 - 1 suspensions with Last Chance Agreement
 - 1 voluntary resignations
 - 0 terminations of employment
 - 0 other, 0 removal of special assignment, 0 mandatory training, 0 Temporary Light Duty assignment offered
 - 1 investigations on-going
 - 3 computer/phone/camera record searches
 - 0 employee privacy complaint investigation
 - 0 ergonomic review of work station
 - 0 employee accommodation, not Leave of Absence
 - 1 extensions of leave of absences, 0 as accommodations
 - 1 denial of leave of absence
 - 3 individual employee EAP referrals, 3 work-related and 3 personal
 - 0 termination, non-disciplinary
- Benefits:
 - Scheduled bi-weekly meetings with Dean Health and M3 to discuss open concerns and transition difficulties to ensure addressed
- Professional Development/Trainings:
 - NPELRA training April 7 – 11, 2019 in Scottsdale, AZ
- Recruitment and Retention:
 - Posted **4** new positions and received/reviewed **203** applications
 - Processed 9 new hires and 4 promotion/transfers and 1 interim promotion. 0 rehires.
 - Processed 5 employee separations/seasonal layoffs
 - Processed 1 status changes


- Completed and/or reviewed 45 reference checks, 11 education checks, 10 caregiver background checks, 0 credit check, 11 criminal record checks and 1 driving record checks on 15 candidates, of which 13 applicants were extended an offer and 0 are pending an offer. 10 applicants accepted, 1 is pending and 2 candidates declined.
- Employment Law/Personnel Ordinance/Employee Labor Relations:
 - Monitored 61 active FMLA requests, both new and on-going.
 - Received 3 First Report of Injuries, of which 2 were reportable
 - Accommodated 0 new disability requests
 - Denial of 0 sabbatical leave of absence
 - 0 bullying/hostile work environment investigation
 - 0 harassment investigation, complete
 - 0 age discrimination concern investigated
 - 1 HIPAA violation investigation, ongoing
 - 0 FMLA violation investigation
 - 0 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. 2 scheduled for hearing
 - 1 Nepotism investigation
- Safety:
 - Monthly Safety Topic: None
 - Contracted 0 ergonomic assessment
 - Assisted in Severe Weather Alert tests, April 11, 2019
- Employee Recognition and Appreciation:
 - Distributed 41 Birthday cupcakes for birthdays for the month of April
 - Distributed 3 Years of Service Thank you cards and gifts/gift options for the month of April
- Miscellaneous:
 - Drafted 0 resolutions and 0 ordinance for Committee/Board
 - Responded to 1 new open records request
 - Completed 0 salary survey requests
 - Assisted with interviews for custodial and zoning technician positions
 - Secured consultant to assist with Administrative/Management Analyst projects

Action Items for May, 2019:

- Complete personnel wages and benefits for 2020
- Submit reclassifications
- Plan an employee recognition event for May
- 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

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
May 7, 2019**

MONTHLY ACCOMPLISHMENTS/GOALS:

- April 2019 reports included

VACANT POSITION REQUESTS AUTHORIZED TO FILL: The County Administrator and Human Resources Director have reviewed the following vacant position requests since March 25, 2019:

- **Central Services**
 - Building Maintenance Worker
 - Custodian
- **County Clerk**
- **Fair Park**
 - Fair Park Summer Laborer
 - Marketing Specialist
- **Health Department**
- **Highway Department**
- **Human Services**
 - CLTS Case Manager
 - Community Support Professional I/II
 - Early Intervention Teacher
 - Family Development Worker
 - Group Home Worker
 - Protective Payee Representative
- **Register of Deeds**
 - Deputy Register of Deeds II
- **Sheriff's Office**
 - Communications Operator x 2

EMERGENCY HELP REQUESTS: The following emergency help requests were received since March 25, 2019:

- Sheriff's Office, clerical assistance to address open record requests.
- County Clerk, increase of part-time hours to assist with elections through 6/30/19.
- Human Services, CSP program
- Human Services, Fiscal division

LEAVE OF ABSENCE REQUESTS: There was 2 Leave of Absence requests outside of protected FMLA leave to be reviewed and were approved.

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

- Patricia Cicero was appointed Interim Director of Land and Water Conservation
- Amy Listle was appointed Interim Director of Fair Park

Respectfully Submitted,



Terri M Palm
Human Resources Director