

Agenda

**Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549**

January 15, 2013 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, 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. Citizen comments
6. Approval of December 3, 2012 minutes
7. Communications
 - a. Memo from Judge Koschnick
8. Creation of an Occasional Part Time Cook at the Sheriff's Department
9. Creation of an Occasional Part Time Family Development Worker at Human Services
10. Discussion of late requests for vacation carryover due to lack of reasonable opportunity to take vacation from December 15 – December 31
11. Discussion/possible action interpreting the policy of payout of carryover vacation in excess of 40 hours as it relates to sections HR0390, Terminal Pay, and HR0690, Vacation Pay, and consider appropriate ordinance amendments, if any
12. Consideration of vacation carryover request, and an extension to April 1, 2013, from the County Administrator under Personnel Ordinance HR0690, Vacation Pay
13. Report on Employee Survey regarding CSA Programs (Community Supported Agriculture)
14. Discussion/possible action to be a drop off/pick up site for CSAs for County employees
15. Status report of Request for Reviews following the Compensation and Classification Study
16. Consideration of review for the Birth to Three/Preschool Supervisor position
17. Status report of Recruitment for the County Administrator's position
18. Set next meeting date and agenda
19. Adjournment

Next scheduled meeting: February 19, 2013 @ 8:30 a.m.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the 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
December 30, 2012 @ 8:30am
Jefferson County Courthouse, Room 112

Item # 6

1. Meeting called to order at 8:35am by J. Braughler.
2. Present: J. Braughler, G. David, P. Rogers, J. Schroeder, and D. Schulz. All members present. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Lamers, J. Parker, B. Kern, D. Diestler, R. Kylmanen, B. Block, D. Naatz, C. Robinson, A. Jenswold, L. Wagner, K. Reilly, B. Gang, Chris Welch (Daily Union)
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments.
 - A. Jenswold (Highway) spoke against various Highway position placements in the Classification and Compensation Study and provided committee with her recommendation
 - D. Diestler (Fair Park) spoke regarding Fair Park positions and questioned how they were rated (who compared with) in the Classification/Compensation study
 - R. Kylmanen (Fair Park) reiterated concerns of comparisons for fair park positions
 - K. Reilly (Human Services) spoke in favor of adopting the Classification/Compensation Study
 - L. Wagner (Human Services) spoke in favor of adopting the Classification/Compensation Study
 - B. Gang (Human Services) spoke in favor of adopting the Classification/Compensation Study
6. Motion by D. Schultz, second by G. David, to approve the November 20, 2012, minutes as printed. Motion carried 5:0.
7. Communications:
 - a. Retirement Notice from Gary Petre, County Administrator
 - b. Fourth Quarter retirement report provided (currently, no retirements anticipated October – December, 2012).
 - c. Email from Jessica Godek (Human Services) supporting the implementation of the study
 - d. Email from Brent Ruchlow (Human Services) in support of the Compensation and Classification Study
 - e. Email from Joan Daniel (Human Services) in support of the study
 - f. Email from Kathi Cauley (Human Services) in support of the Study
 - g. Letter from Gail Scott (Health Department) in support of the Study
8. T. Palm, HR Director, reviewed minor changes to the study since the November 20 meeting, including allowing groups to appeal, a name change to Nutrition Program Coordinator, and clarifying that rates go into effect the first day of the full pay-period following anniversary/step date. Motion by P. Rogers, second by G. David, to designate Mediator/Custody and Placement Evaluators as non-exempt. Motion carried 5:0. Committee reviewed proposal by A. Jenswold, Highway, and discussed that any changes to grade placement should go through the review process. Motion by P. Rogers, second by D. Schultz, to approve forwarding to County Board the resolution and attachments, as amended, with a fiscal note clearly communicating the financial impact. Motion carried 4:1 (J. Schroeder).

Break: 9:30am – 9:37am

9. Committee reviewed ordinances affected by implementation of the Classification and Compensation Study. Due to amendment in #8, the Mediator/Custody and Placement Evaluator is removed from item B.1 in HR0250, Exempt Positions. Motion by D. Schultz, second by P. Rogers, to amend section HR0360, B.8.e. to read, “Employees designated in the Highway Worker classification shall receive an additional five percent (5%) of the employee’s regular rate when performing winter maintenance duties” Motion carried 5:0. Motion by D. Schultz, second by P. Rogers, to approve the ordinances as amended and forward to County Board. Motion carried 4:1 (J. Schroeder).
10. Motion by P. Rogers, second by D. Schultz, to approve and forward to County Board ordinance change to Longevity Pay, amended by clarifying AFSCME union contract. Motion carried 5:0.
11. Discussion of residency requirement for County Administrator position. Ordinance change presented by D. Schultz who feels the leader of the County needs to have “skin in the game” and experience with the County. J. Schroeder agreed that as a general policy it makes sense, but requirement in 6 months to move may be too soon. P. Rogers opposed the change, stating that it is unrealistic in today’s times to expect someone to buy and sell a home in this economy and with today’s technology can always be in close contact by phone/internet. J. Molinaro agreed that he thought it would diminish the number of qualified applicants. G. D. indicated all were good, valid points and his further comment is that instead of driving 2 or more hours each day, if they lived in the County, that time could be spent working. Motion by D. Schultz, second by J. Schroeder, to forward the ordinance requiring the County Administrator to reside within the County, with the amendment to strike within 6 months and change it to be within the amount of time as negotiated as part of the contract. Motion carried 3:2 (J. Braughler, P. Rogers).
12. Information that the Clerk of Courts had several delinquent (overdue) performance evaluations from her office, but has since completed all of them. Any future late performance evaluations in an elected official office will continue to be reported to the HR Committee.
13. Discussion of difficulty promoting health and wellness to employees if, as the County, we can’t allow outside businesses offer incentives to use their services. P. Ristow, Corporation Counsel, suggested to post for everyone that the County is establishing a health/wellness program, and invite everyone from the Community to inform us of any programs/incentives they may have. This way, the County is not singling out one or two businesses.
14. Report from Human Resources on seven new hires, one emergency help, one new hire who started above minimum step of the range and the 2012 cost of Hazardous pay and Longevity Pay.
15. Next meeting scheduled December 18, 2012 at 8:30am.
16. Motion by D. Schultz, second by G. David, to adjourn. Meeting adjourned at 10:20am.

Human Resources Committee Secretary

Date

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LLOYD V. CARTER
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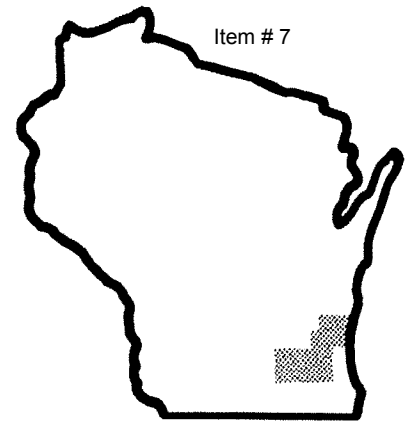
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STATE OF WISCONSIN

THIRD JUDICIAL DISTRICT

WAUKESHA COUNTY COURTHOUSE
515 WEST MORELAND BLVD., ROOM C-359
WAUKESHA, WISCONSIN 53188

OFFICE (262) 548-7210
FAX (262) 548-7815



January 7, 2013

TO: Supervisors Braughler, David, Rogers, Schroeder & Schultz

RE: Jefferson County Compensation and Classification Study

Dear Supervisors Braughler, David, Rogers, Schroeder & Schultz:

I write to urge you to classify our three Judicial Assistants above Grade 3 as recommended by Carlson Dettmann. Simply put, the Judicial Assistants are vital to the effective and efficient operation of our court system. I believe that we need to set compensation for these positions at a level which is sufficient to attract and retain the brightest and most trustworthy individuals. The current Judicial Assistants, Michelle Rue-Miller, Kim Vegter and Lori Zastrow, are all highly competent, hard-working and extremely committed to their professional responsibilities. By placing them in Grade 3, we would be placing them in a lower grade than other courthouse legal support staff, and we would effectively be encouraging them to leave their current positions in pursuit of better pay. Given the responsibilities of their positions, their trustworthiness and their high value to the court system, this would be unconscionable in my opinion. My recommendation is that the Judicial Assistants be placed in Grade 5 so that our current Judicial Assistants are fairly compensated for their service and so that they are properly encouraged to maintain their high level of service to the courts and the public. A Grade 5 classification would also properly attract the best qualified individuals to fill future vacancies if and when they occur.

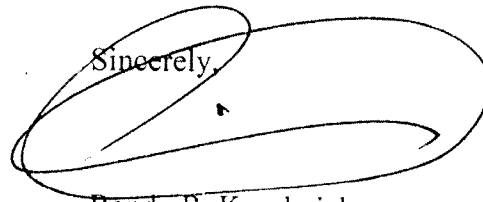
Alternatively, Grade 4 is the minimum reasonable classification for this position given the required skills and substantial responsibilities involved. Anything less than Grade 4 is not only unfair to the Judicial Assistants but actually converts the position to an essentially entry-level one in that many other courthouse legal support staff positions are Grade 4 or above.

While I do appreciate that you have the very difficult responsibility of allocating and managing public resources, I also firmly believe that a Grade 5 classification is both fair to our Judicial Assistants and in the public's best interest because it serves to attract and retain competent, trustworthy and dedicated people in these positions.

For the record, I have read and agree with the statements and opinions contained in the Request for Review Form which has been prepared by the Judicial Assistants as well as letters submitted by Judges Jacqueline R. Erwin and Jennifer L. Weston, dated October 8 and October 11, 2012, respectively. Finally, I am authorized to inform you that Judge William Hue is in full agreement with my position.

Thank you for your time and consideration in this very important issue. As always, please feel free to contact me if you would like to discuss the matter further.

Sincerely,

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke.

Randy R. Koschnick
Chief Judge

RRK:kav

cc: Mr. Gary Petre

Ms. Terri Palm-Kostroski

NEW POSITION COVER FORM

This is a request for a new position.

Department/Facility: Jefferson County Jail

Sub department/Unit: Foodservice

Proposed Job Title: OPT Cook

Requested by: Sheriff Paul S. Milbrath

Please provide a brief summary of the purpose and duties of the new position.

To perform Duties of PT and FT Cooks in their absence when needed.

What are the consequences if this position is not approved?

Unnecessary overtime and possible denied off time for the cooks.

This position would give us the ability to fill overtime spots that our full time staff did not want, therefore not having to pay overtime to them but rather OPT Cooks hourly salary to fill those hours, hence reducing costs. With the FT Cooks spot probably never being filled it is much cheaper doing things in this manner.

How would this position be funded?

Emergency usage using budgeted overtime monies.

Please state the position or person previously responsible for the duties being performed by the new position, and the degree of involvement/responsibility this position will still have.

The duties and responsibilities would reflect those of our FT or PT Cooks in their absence. As all our Cooks perform the same duties during the shift assigned that day.

HR0690

VACATION WITH PAY.

- A. Vacation week means that number of days customarily worked by an employee in the service of the County in a normal 7-day week. Vacation day means that number of hours customarily worked by an employee in the service of the County in a normal 24-hour day. Notwithstanding the foregoing, department heads may require part-time employees to take vacation days in blocks of 5 [am. ord. 85-7, 6/11/85]
- B. Vacation eligibility shall be determined on the basis of length of continuous service of each employee as of January 1 of each calendar year. Eligible employees shall be entitled to paid annual vacation leave as follows:
1. Employees with less than 6 years of service shall earn vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 2 vacation weeks. [am. ord. 2006-30, 03/13/07]
 2. Employees with more than 6 years of service but less than 13 years of service shall earn vacation at the rate of 5/4ths of a day per month or major fraction thereof for each month of service. 12 months shall equal 3 vacation weeks. [am. ord. 2006-30, 03/13/07]
 3. Employees with more than 13 years of service but less than 19 years of service shall earn vacation at the rate of 5/3rds of a day per month or major fraction thereof for each month of service. 12 months shall equal 4 vacation weeks. [am. ord. 2006-30, 03/13/07]
 4. Employees with more than 19 years of service shall earn vacation at the rate of 2-1/12 days per month or major fraction thereof for each month of service. 12 months shall equal 5 vacation weeks. [cr. ord. 85-7, 6/11/85; am. ord. 2006-30, 03/13/07]
- C. Upon recommendation of the County Administrator or Human Resources Manager, the Human Resources Committee may approve starting a new employee at an earning rate other than two-weeks per year, not to exceed three-weeks per year, by crediting the employee with the appropriate number of years of service for vacation purposes only.
- D. Under rare and/or catastrophic circumstances, employees who have completed their qualifying period may borrow against *next* year's vacation already accrued with approval of the department head, Human Resources Director and County Administrator. [am. 12/13/11, ord. 2011-21]
- E. Department heads shall have full responsibility and discretion for setting vacation periods for all employees under their supervision during the calendar year. In doing so the department head shall be guided by the good of the County service and orderly conduct of the work and functions of each particular department. [renumbered 12/13/11, ord. 2011-21]
- F. All employees shall be encouraged to make use of earned vacation time in accordance with the provisions of this ordinance. Any employee who is given a reasonable opportunity to take earned vacation and who does not do so shall be deemed to have waived said vacation and shall not be entitled to compensation thereof. The use of vacation time in small units shall be discouraged. An employee may, with department head approval, carry over a maximum of 40 hours vacation time from one year to the next. Requests for approval to carry over any additional days of vacation must be made to the Human Resources Department no later than December 15 and approved by the County Administrator. If approved, additional days must be used by March 1 of the succeeding year, unless an extension is approved by the County Administrator or designee. A report summarizing approved requests shall be made to the Human Resources Committee. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21]
- G. Any employee who has exhausted earned sick leave credits shall be entitled to use earned vacation and compensatory time for sick leave with written permission from the employee only. [renumbered 12/13/11, ord. 2011-21]

Last Amended 12-11-12

HR0390**TERMINAL PAY.**

- A. Employees not terminated for just cause shall receive all accrued vacation, holidays and longevity pay, on a pro-rated basis from January 1st up to and including the last day of employment. Any vacation and holidays used in excess of the ratio shall be paid back by the employee by reducing the payout of other accrued time accordingly. Any and all amounts payable to the employee shall be paid on the regular payday covering the last day of employment. Employees may not use any accrued time or compensatory time to extend a termination date. Unless otherwise specified in a negotiated agreement or prohibited by law, the termination date shall be the employee's last date physically worked. [am. ord. 2005-30, 11/8/05; am. 12/13/11, ord. 2011-21]
- B. In addition, employees who retire and are eligible for Wisconsin Retirement annuity or Social Security shall receive 65 percent of a maximum of 108 days of unused accumulated sick leave. Employees not eligible for Wisconsin Retirement annuity or Social Security will not receive any unused accumulated sick, regardless of the reason for separation of employment. [am. ord. 2006-35, 2/14/06; ord. 2008-09, 05/13/08]
- C. An employee whose employment is terminated by death shall be paid the benefits set forth in Paragraph (a), two weeks pay, and 100 percent of a maximum of 108 days of unused accumulated sick leave. [am. ord. 2008-09, 05/13/08]
- D. Employees terminated for cause shall NOT receive accrued vacation, holidays, sick and longevity pay. A termination for cause is effective on the date the employee last physically worked.
- E. Employees on extended layoff shall receive all accrued vacation, holidays and longevity pay, payable on the next succeeding payday following the layoff. If the employee is eligible for WRS, the employee will also receive 65% of accrued sick time. [am. 2/16/10, ord. 2009-25]
- F. Upon separation from employment, an employee shall return all county property, including, but not limited to, keys, identification badge, cell phone and lap top, by the employee's last day of work. Failure to return property or settle outstanding debts, such as reimbursement for personal phone calls, will result in discontinuation of direct deposit of the employee's final paycheck. Final paychecks may be obtained in the County Clerk's office during normal business hours. [cr. ord. 2006-06, 06/13/06]
- G. Upon termination, the County Administrator, Corporation Counsel and department heads appointed by the County Administrator shall be covered by the provisions of this section except (D). [cr. ord. 2005-08, 06/21/05; renumbered ord. 2006-06, 06/13/06]



JEFFERSON COUNTY HUMAN RESOURCES

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TERRI PALM KOSTROSKI
Human Resources Director

ELLEN M. BRAATZ
Benefits Administrator

TONIA J. MINDEMANN
Human Resources Specialist

To: Terri Palm-Kostroski, Human Resources Director

RE: Vacation carryover request for 2012. **Due by December 14, 2012**

FROM: GARY R. PETRE
(Employee Name)

I am requesting to carryover 80 hours **in excess** of 40 hours into 2013, to be used according to Personnel Ordinance HR0690.

The following are the unique or special circumstances resulting in my request: _____

1. RESIGNATION AND 3 MONTHS VACANCY OF THE FAIR PARK DIRECTOR POSITION
2. RESIGNATION AND 3 MONTHS VACANCY OF THE FINANCE DIRECTOR POSITION

Gary R. Petre
(Employee signature)

11-28-12
(Date)

Gary R. Petre
(Department head signature)

11-28-12
(Date)

Approved by:

Gary R Petre, County Administrator

(Date)

A total of _____ hours *in excess of 40* are approved, which must be used by _____, or will be forfeited.

Highway Proposal – 2013 cost

Highway Workers:

Current, 5% winter maintenance	=	\$8223.75
Proposed, on hire date to grade 4:	=	\$14514.27
Difference:	=	\$6290.52

Equipment operators:

Current , grade 4 step with increase	=	\$1057.96
Proposed, grade 4 + step	=	\$6764.05
Difference	=	\$5706.09

Account Clerks:

Current, grade 3 step with increase	=	\$291.97
Proposed, grade 4, step with increase	=	\$555.32
Difference	=	\$263.35

Cost to 2013: = \$12,259.96 (\$20,483.70 with the 5% winter maintenance, which would put Hy workers above Eq Operators if all grade 4)

Increase to cost in 2014 = \$48,277

Employee CSA Interest Survey - 2012



1. How likely would you be to participate in a Community Supported Agriculture, where you would receive high-quality LOCAL and/or ORGANIC farm products delivered to Jefferson, understanding that, as a CSA member, you reap the benefits of an abundant harvest but accept the risks of a modified bounty, such as occurred in 2012.

		Response Percent	Response Count
Very likely		34.2%	39
Somewhat likely		44.7%	51
Not likely		21.1%	24
answered question			114
skipped question			0

2. How often do you or your family members use organic farm produce and food products in meal preparation?

		Response Percent	Response Count
Never		18.6%	21
Less than once a month		12.4%	14
Once a month		8.8%	10
Twice a month		14.2%	16
Once a week		20.4%	23
More than once a week		25.7%	29
answered question			113
skipped question			1

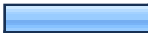


3. What are your most important considerations when deciding to support local farms by purchasing at your workplace?

	Not important	Somewhat important	Veryimportant	Response Count
It sustains local farming communities	4.9% (5)	27.2% (28)	68.0% (70)	103
It promotes open space and rural character	12.9% (13)	48.5% (49)	38.6% (39)	101
It can help counter urban sprawl	21.8% (22)	43.6% (44)	34.7% (35)	101
It is convenient	9.0% (9)	34.0% (34)	57.0% (57)	100
It is fresh (most products harvested and delivered on same day)	2.9% (3)	14.6% (15)	82.5% (85)	103
It is grown in accordance with USDA National Organic Standards	18.4% (19)	31.1% (32)	50.5% (52)	103
It is grown with environmentally sound farming practices	6.9% (7)	26.7% (27)	66.3% (67)	101
			answered question	103
			skipped question	11

4. Would you be interested in delivery of the following locally produced food related items at your workplace?

	Not Interested	Somewhat Interested	Very Interested	Response Count
A. Seasonal, organically grown fruits and vegetables	8.0% (8)	29.0% (29)	63.0% (63)	100
B. Freshly baked goods	38.1% (37)	34.0% (33)	27.8% (27)	97
C. Jellies, Jams, Honey, and Syrups	34.3% (34)	37.4% (37)	28.3% (28)	99
D. Salsas, mustards, sauces, relishes, and vinegars	33.0% (32)	38.1% (37)	28.9% (28)	97
E. Fresh herbs	21.0% (21)	45.0% (45)	34.0% (34)	100
F. Garden plants: vegetables and herbs	16.2% (16)	38.4% (38)	45.5% (45)	99
G. Meats (Poultry, Beef, Pork, Lamb, Goat)	32.3% (32)	35.4% (35)	32.3% (32)	99
H. Cut Flowers	54.1% (53)	34.7% (34)	11.2% (11)	98
I. Dairy Products	32.7% (32)	37.8% (37)	29.6% (29)	98
J. Fresh Eggs	23.7% (23)	38.1% (37)	38.1% (37)	97
answered question				100
skipped question				14

5. Would you consider this service to be an employee benefit?

		Response Percent	Response Count
Not a Benefit		21.4%	21
Somewhat a Benefit		43.9%	43
Definitely a Benefit		34.7%	34
		answered question	98
		skipped question	16

6. The following information concerns delivery options. Please select the option you would be interested in.

Size of Share

	Full Share (family of 4)	1/2 Share	1/4 Share	None
Delivery Options	23.1% (21)	45.1% (41)	26.4% (24)	5.5% (5)

Frequency

	Weekly	Bi-weekly	None
Delivery Options	48.4% (44)	46.2% (42)	5.5% (5)

Day of the Week

	Monday	Tuesday	Wednesday	Thursday	Friday	None
Delivery Options	16.1% (14)	3.4% (3)	14.9% (13)	33.3% (29)	24.1% (21)	8.0% (7)




Time of delivery

	morning (9am)	early afternoon (12pm)	late afternoon (4pm)
Delivery Options	12.9% (11)	32.9% (28)	54.1% (46)



answered question

skipped question

7. Currently, both Unity and Dean Health plans offer \$100 rebate for healthy style living. This applies to many things, including a subscription to a CSA. Would this affect your decision to participate in a CSA?

		Response Percent	Response Count
No, I WOULD participate regardless of the refund		21.4%	21
No, I WOULD NOT participate, regardless of the refund		7.1%	7
Yes, I would be more likely to participate with the refund		71.4%	70
answered question			98
skipped question			16

8. If a Jefferson County facility is not an option for a delivery point, would you be interested in a different site in the City of Jefferson?

		Response Percent	Response Count
Yes		61.2%	60
No		38.8%	38
answered question			98
skipped question			16

9. If you have any comments you would like to share regarding your prior experience with a CSA program, please let us know!

	Response Count
	19
answered question	19
skipped question	95

10. Are there any other benefits or services you would like to see the County provide that may not cost the County but would benefit the employee, perhaps in convenience, group discounts, etc?

**Response
Count**

12

answered question

12

skipped question

102

Page 5, Q9. If you have any comments you would like to share regarding your prior experience with a CSA program, please let us know!

1	It was a great experience and worth every dollar. I like the super fresh vegies and getting to know who is growing my food.	Dec 20, 2012 1:23 PM
2	too much food for two of us but certainly is good	Dec 18, 2012 8:02 AM
3	I have not used share before.	Dec 18, 2012 7:33 AM
4	I do already partciapte in another CSA, but if other options were available besides vegetables, I would be very interested.	Dec 18, 2012 7:05 AM
5	I purchased a share in 2012 & was very pleased with the produce I received.	Dec 18, 2012 6:50 AM
6	My current provider was able to withstand the drought of 2012, and they are in the business for more than monetary gain.	Dec 18, 2012 6:27 AM
7	I did a lot of research on CSA while at UW-Madison and it benefits not only the consumers, but the community in amazing ways. Definitely consider it.	Dec 17, 2012 5:16 PM
8	Very interested in this as an option, even though Organic is not a must	Dec 17, 2012 4:01 PM
9	Would like a CSA that offers commonly used vegetables and fruits. Would prefer not to have lot of exotic type veggies which was my experience in another CSA--hard to find recipes and took more time since didn't know how to prepare them. A CSA would be a great idea--thanks!	Dec 17, 2012 1:43 PM
10	I have not done this before, do you get to select what types of fruits & vegetables you want? Or do you just get a variety?	Dec 17, 2012 1:29 PM
11	I used a CSA in 2011. My produce was not of the quality and quantity I had hoped and I purchased a full share. I know other CSA do better but having been burned once turned me off.	Dec 17, 2012 1:27 PM
12	those who grow thier own and share their bounty. recieve no \$ reimburseable benift.	Dec 17, 2012 1:06 PM
13	Already participate in a CSA. Pick up is in Fort on Thursdays.	Dec 17, 2012 1:05 PM
14	None at this time.	Dec 17, 2012 1:05 PM
15	I have participated in a CSA in the past. One thing I would like to see as an option is to remove items from your share that you know you will not eat and be able to leave them for someone else who could put them to use. Maybe a box on the side where produce that will not be used by any member can be deposited and as you pick up your share, you can look in the deposit box and remove anything from there you would like to consume.	Dec 17, 2012 1:05 PM
16	I have been a part of a CSA for 3 years now and will continue to be. I am glad the County has seen the importance to this.	Dec 17, 2012 1:04 PM
17	I haved never actually participated in a CSA, but have seen the produce some get from a CSA. I was always concerned the cost is greater than that in a grocery store.	Dec 17, 2012 1:04 PM

Page 5, Q9. If you have any comments you would like to share regarding your prior experience with a CSA program, please let us know!

18	We did CSA this past year and enjoyed it. Will do it again in 2013!	Dec 17, 2012 1:03 PM
19	This is a great idea! I've been wanting to try a CSA but my schedule is very hectic after work to drive 10-15 miles to pickup.	Dec 17, 2012 12:54 PM

Page 5, Q10. Are there any other benefits or services you would like to see the County provide that may not cost the County but would benefit the employee, perhaps in convenience, group discounts, etc?

1	Sponsor more community gardens, include Permaculture design in our parks, set up a poor farm for the indigent, grow a jail garden	Dec 20, 2012 1:23 PM
2	county sponsored exercize sessions and county sponsored nutritional classes	Dec 18, 2012 8:57 AM
3	something like Sam's Club group membership	Dec 18, 2012 8:02 AM
4	Fort Health Care program classes (exercise, yoga, meditation, etc.)	Dec 18, 2012 6:50 AM
5	Snow days, added personal holiday, educational grants...	Dec 18, 2012 6:27 AM
6	As a county employee, I would like to be able to pay my Jefferson County real estate taxes out of my pay check pre-taxes.	Dec 18, 2012 6:17 AM
7	Group discounts; more health initiatives and healthy challenges	Dec 17, 2012 4:02 PM
8	None at this tome.	Dec 17, 2012 1:05 PM
9	a work out facility	Dec 17, 2012 1:05 PM
10	I would like to see what group discounts are available at participating area places as an individual & family.	Dec 17, 2012 1:04 PM
11	Exercise program discounts; meals for purchase or discounted	Dec 17, 2012 1:03 PM
12	Pet insurance, vision insurance	Dec 17, 2012 12:54 PM

Carlson Dettmann Consulting, LLC

MEMORANDUM

Date: January 8, 2013
To: Terri Palm, Director of Human Resources
From: Katie McCloskey, Senior Human Resources Consultant
Re: Birth to Three Supervisor/Preschool Supervisor Appeal

Jefferson County asked Carlson Dettmann Consulting (CDC) to review the "Appeal Request" submitted by the Birth to Three /Preschool Supervisor. The incumbent in this position has resigned and the County needs to begin recruiting for the position prior to the end of the established deadline for the Appeal Process.

An appeal form was thoroughly completed by the incumbent and a Job Description Questionnaire (JDQ) dated July 18, 2012 were submitted for our review. The employee's supervisor and the Director of Human Services reviewed the request, provided additional comments, and indicated they are both in support of the requested change.

In the previous compensation plan, this position was in the same grade as the ADRC Supervisor and the Youth Services Supervisor. The incumbent pointed out in her appeal that in CDC's recommendations presented for the 2013 structure, the Birth to Three Supervisor/Preschool Supervisor position rated one grade lower than these other positions. The incumbent felt that this position should remain at the same level of pay as the other two positions.

CDC thoroughly reviewed the information provided, reviewed other JDQ's in the recommended grade and in the surrounding grades, and reviewed the point factors ratings applied to this position and similar positions. Based on this thorough review, CDC determined the position was not rated high enough with respect to its level of supervisory responsibilities in comparison to other positions with similar responsibility. CDC increased the point factor rating in this area. The point change caused the total points for this position to move into the next grade. Therefore, it is CDC's recommendation that the position of Birth to Three Supervisor/Preschool Supervisor be placed at a **Grade 9** on the 2013 pay structure.

Please do not hesitate to call me at the number listed below if you have any further questions.

Carlson Dettmann Consulting, LLC
6907 University Avenue
Middleton, WI 53562
(608) 239-7991 (Charlie) (608) 334-5283 (Katie)
Charles.carlson@carlsondettmann.com
Katie.mccloskey@carlsondettmann.com

A RFP was sent to ten firms, in addition to posting a notice in the Daily Union and the Wisconsin Association of Executive Search Consultants. We have received nine replies, five from firms directly solicited. Gary and I are in the process of narrowing down the firms to a reasonable number to bring in for interviews, which will be conducted and decided by the Executive Search Committee on January 30. The criteria to narrow down the firms was taken directly from the RFP and are as follows:

Evaluation Criteria	Weight
Professional experience conducting executive searches in similar-sized public entities.	25%
Credentials of the individual(s) that will conduct the search	10%
Prior successful recruitments	20%
Responsiveness to the provisions of this RFP and thoroughness of proposal and clarity of services to be provided.	10%
Cost	10%
Timeline for implementation	25%

The following are the names/addresses of the firms who have submitted proposals:

The Waters Consulting Group, Inc
505 Quorum Dr, Suite 625
Dallas, TX75254

Bob Murray & Associates
2910 Kerry Forest Parkway,
Tallahassee, FL 32309-6892

The Mercer Group, Inc.
5579B Chamblee Dunwoody Rd #511
Atlanta, GA 30338

Springsted Incorporated
1110 N Old World Third Street, Suite
218
Milwaukee, WI 53203

Public Administration Associates,
LLC
P.O. Box 282
Oshkosh, WI 54903

Premier Solutions Group, LLC
1652 N Main St
Racine, WI 53402

Voorhees Associates
500 Lake Cook Rd, Suite 350
Deerfield, IL 60015

Strategic Government Resources
PO Box 1642
Keller, TX 76244

Spano Pratt Executive Search
625 N Broadway, Suite 200
Milwaukee, WI 53202

Position	Department	
Accountant	Human Services	1
Accountant	Highway	1
Support Services Clerical Ass't	Sheriff	1
Account Clerk	Highway	1
Account Clerk	Highway	1
Admin Asst/Elections Clerk	County Clerk	1
Court Clerk II	Clerk of Cts	14
Court Clerk III	Clerk of Cts	2
Communication Operator	Sheriff	10
Enforcement/Paternity Specialists	CSA	4
Community Resource Coord	Human Services	1
Community Resource Coord	Human Services	1
Highway Commissioner	Highway	1 not reviewed by Co Admin
Fair Park Director	Fair Park	1 not reviewed by Co Admin
Equipment Parts Person	Highway	1
Equipment Operator	Highway	8
Economic Support Specialists I	Human Services	4
Financial Employment Planner	Human Services	4
Highway Workers	Highway	30
Highway Workers	Highway	1
Judicial Ass't	Clerk of Cts	3
Highway Lead Worker	Highway	4
Operations Manager	Highway	1
Fair Park Supervisor	Fair Park	1
Maintenance Worker	Human Services	2
WIC Dietetic Tech	Health	1
Community Outreach Worker	Human Services	1
Program Ass't	Parks/EM	1
Dep Reg Probate/Court Clerk	Clerk of Cts	1
Admin Secretary	Fair Park	1
Confidential Secretary	Administration	1
Secretary	Human Services	1
ADRC Paraprofession	Human Services	1
Sergeants	Sheriff	15
Legal Secretary	Clerk of Cts	1
Appt Sec/Receptionist	Human Services	1
Superintendents	Highway	3
Birth to 3/Preschool Supervisor	Human Services	1
ADRC Supervisor	Human Services	1
Wraparound Supervisor	Human Services	1
Juvenile Supervisor	Human Services	1
Juvenile Justice Case Manager	Human Services	4
	42	135

Unfunded/new positions

Management Analyst	Administratation	10
Family Court Office Clerk	Clerk of Courts	2
Administrative Clerk	Fair	no JDQ
Maintenance Worker	Fair	no JDQ
HR Associate	HR	3
Volunteer Service Coordinator	HR	6
Systems Analyst	IT	8
Volunteer Coordinator Parks	Parks	no JDQ
Veterans Benefits Specialist	Veterans Services	no JDQ
Associate RN-Health	Health Departments	7
Interpreter	HR	pending

REQUEST TO FILL NEW POSITION

- Position to be filled:** Family Development Pool Worker
Department/Unit: Human Services
Hours: 40/ Full Time

Grade and Pay Range: Grade 5

Salary	\$36,091.44
Benefits	\$21,810.56
Travel	<u>\$1,800.00</u>
Total	\$59,702.00

Fiscal Note (how is position funded):

Position will be funded 60% by Children's Long Term Waiver (CLTW) program State & Federal Funds for \$35,821. The remaining 40 %, or \$23,881, will come from the savings on changing providers for the CLTW fiscal agent contract which was over \$80,000.

- Why is the position vacant?** The position presently is for a Limited Term Employee.
- What efforts have you made to change the position?** We would like to create a Family Development Pool Worker so that we can have assistance as needed with this mandated workload.
- What would happen if the position is not filled?** Ongoing Children in need of Protection and Services (CHIPS) is a mandated program for counties that is governed by administrative rule with very stringent and tight deadlines that must be met. Without this position, it would be very difficult if not impossible to meet the deadlines for supervised visits, and we could be in non compliance of state and federal law. **Further, without the court ordered visits occurring permanency for children is delayed and additional county costs are incurred.**
- Your recommendation, including anticipated date to fill?** Recruit and fill by January 28, 2013.

Submitted by: Kathi Cauley, Director
Human Services Department

Date: January 14, 2013