

## Agenda

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

**February 18, 2014 @ 8:00am**

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 January 21, 2014 minutes
7. Communications
8. Monthly Financial Report
9. Consideration to amend HR0360, Hours of Work, to increase the Field Training Officer pay for Communication Operators
10. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations, and Wisconsin State Statutes 19.85 (1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request
11. Reconvene into open session for consideration and possible action regarding items discussed in closed session
12. Set next meeting date and agenda
13. Adjournment

**Next scheduled meeting: March 18, 2014 @ 8:30am.**

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  
January 21, 2014 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braughler.
2. Present: J. Braughler, J. Schroeder (in at 8:35am), D. Schultz and G. David (in at 8:43am). Quorum established with J. Molinaro. Others Present: B. Wehmeier; T. Palm; P. Ristow; B. Lamers, S. Jensen, C. Robinson, B. Block, S. Hoffman, and B. Frank.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by J. Braughler, to approve the December 17, 2013 minutes. Motion carried 3:0.
7. Communications: None.
8. Motion by D. Schultz, second by J. Schroeder, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations and 19.85(1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request. All present responding "Aye", 3:0. Moved into closed session at 8:38am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier and T. Palm for the entire closed session and S. Jensen for item under 19.85 (1)(f).
9. Motion by D. Schultz, second by G. David, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 9:23am.
10. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now and nothing anticipated in the last few weeks to change this. The only larger, outstanding issue is for services rendered for the HIPAA privacy audit.
11. Written report provided by T. Palm regarding vacant position requests, emergency help requests, new hires starting above minimum and recent new and reclassification grade placement recommendations.
12. Discussion of determining the status, pay and other possible criteria to consider when developing the Medical Examiner office. Issues to yet be decided include full verses part-time status, what per incident fee (if any) should be paid, what fees could be implemented to increase revenue for the department.

13. Discussion of setting policy to establish salary for constitutional elected officials. T. Palm, HR Director, included external data as well as internal recommendation completed by Carlson Dettmann during the 2012 compensation and classification study. Also suggested was placing the elected official at midpoint (step 6) of the pay plan, and several options of achieving this. C. Robinson brought forward information to place elected officials at step 7 of applicable pay grade and adjust each term in accordance with adjustments to the plan. Concern also expressed that elected officials may not agree with recommended grade placement and did not have chance to appeal the recommendation. Allowing elected officials to request a review, prior to the next term, may be a solution.

*Break: 10:00am – 10:15am*

Motion by J. Schroeder to take an ordinance to County Board placing each of the five elected officials at step 6 at the beginning of next term, without recommendation. Motion fails for lack of second. Motion by D. Schultz, second by G. David, to recommend to County Board an ordinance establishing policy to pay the constitutional elected officials at step 6 of applicable grade. Motion carried 3:1 (J Schroeder). Fiscal note that the four-year increase would be \$85,155.20, four years for Clerk of Courts and Sheriff and first 2 years of next term for County Clerk, Register of Deeds and Treasurer (2017 and 2018).

14. Discussion of creating a pool of interpreters for the County that may be utilized county-wide, pending any special certification, credentials, etc, needed for a particular department. Item to be discussed further after staff collects information including what departments utilize interpreters, the frequency, the duties, etc.
15. Discussion Motion by G. David, second by D. Schultz, to recommend to County Board an amendment to HR0690, Vacation with Pay, to allow carryover of 8 hours or less vacation, with department head approval, to be used by January 20 or forfeited. Motion carried 4:0.
16. Affirmation by Committee that donations to the vacation donation pool must be made in the calendar year the vacation was received, by December 31. Further discussion that the ordinance used to state that insurance benefits could not be extended by using donated hours but no longer exists. Human Resources looking for affirmation to continue this policy as the question was recently raised. No action taken by committee to change current Ordinance HR0490, Voluntary Vacation Donation.
17. Discussion that Holiday carryover is a frequent request for 9-month seasonal workers as they receive holiday hours, prorated for 9-months, but the amount is still usually greater than the number of holidays they are actually working through. Motion by J. Schroeder, second by D. Schultz, to recommend to County Board an amendment to HR0645, Holidays to allow 9-month seasonal employees in Parks to have 10 prorated floating holidays, paid out if not used. Motion carried 4:0.

18. Discussion of incorporating uniform allowance language from former union contracts into the personnel ordinance. Staff will continue to investigate the actual practices in various departments and recommend language at a future meeting.
19. Motion by D. Schultz, second by G. David, to recommend to County Board an Ordinance creating a Voluntary Benefits ordinance which would include ordinances HR0625, Deferred Compensation, HR0630 Disability Insurance and HR0670, Section 125b, which could be deleted, and Universal Life, which would also be amended from HR0650, Life Insurance. Motion carried 4:0.
20. Next meeting set for February 18, 2014 at 8:00am (Note change in time). To include items of reclass language for elected officials and uniform allowance language.
21. Motion by D. Schultz, second by G. David, to adjourn. Meeting adjourned at 11:14am.

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Human Resources Committee Secretary

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Date

OFFER ACCEPTED

Genevieve Borich, Economic Development Director

**2 weeks vacation in 2014.** Credit of service for accrual purposes with a 1/1/09 date, which would provide **3 weeks of vacation in 2016.** Vacation must be used by 12/31 or forfeited unless special circumstance, per ordinance. Employees receive vacation based on time worked in the prior year. So typically, employees will start out with 0 vacation in year 1. On January 1, they will receive vacation at 2 week rate, prorated on hours worked first year. For example, if hired July 1, they would receive 1 week of vacation in the following full year of employment. Schedule is 0 – 5 years – 2 weeks (prorated in 1<sup>st</sup> year); 7 – 12 years, 3 weeks (prorated in milestone year); 13 – 18 years, 4 weeks (prorated milestone year); ;19+ years 5 weeks (prorated milestone year).

Random hours. Benefit for Dept heads only. 40 hours of random hours (essentially like vacation) and prorated in first and last year of employment. Must be used by 12/31 or forfeited.

Sick accrues according to ordinance, 8 hours for each full month of service, able to use after 6 months of full employment (would have 48 hours in bank). Accrues up to 864 hours and then accrues at 4 hours/month until 920 hours (I believe).

Holidays per ordinance. 1 floating holiday, which must be used by 12/31 or forfeited. Other holidays: New Years Day, Spring Holiday (Good Friday), Memorial Day, July 4, Labor Day, Thanksgiving, Day after thanksgiving, Christmas Eve, Christmas Day.

FLEX HOURS. Dept heads expected to work M – F during normal business hours, with ability to flex no more than 4 hours, unless you speak with Co. Admin prior to changing your hours and get approval. Ordinance put into place as accountability to the public. For example, if you work 14 hours on Monday because you had an evening meeting that went was 2 hours longer than expected, work 8 hours Tues – Thursday, you would have a total of 38 hours. If you would want to take Friday off, you would have to use a minimum of 4 hours of vacation (other accrued time). Or, perhaps you are scheduled to be at evening meetings from 5pm – 9pm M – F, and you would want to work later from 12p – 9p, contact the Co. Admin first, as normal business hours are between 7a – 5p (when the public would normally expect someone here).

Health and dental insurance available first of the month following 30 days of employment. As mentioned, there are two major plans available to county employees that, in 2014, the premium contribution is \$0.

Wisconsin Retirement System: Per State Law, the employee is required to contribute 50% of the amount determined by Employee Trust Fund (The County has opted to contribute the other 50%). For 2014, the total amount going toward WRS is 14% of annual income (7% paid by employee, 7% by Jefferson County).

The link to our personnel ordinance can be found at:

<http://www.jeffersoncountywi.gov/UserFiles/Ordinances/Files/Personnel%20Ordinance/2013/Personnel%20Ordinance.pdf>

A copy of our benefit listing can be found at:

<http://www.jeffersoncountywi.gov/UserFiles/Human%20Resources/Benefit%20Sheet%202013.pdf>

**Moving expenses: up to \$2500 or actual cost (would need receipt)**

Salary. The County operates on a 11-step system, which is approximately 2.5% between steps. TYPICALLY, employees will start at the minimum step and will move up one step after their anniversary date and successful performance during that year. Below is the schedule for the EDC Director position:

Step 1	\$ 67,870.40
Step 2	\$ 69,804.80
Step 3	\$ 65,499.20
Step 4	\$ 73,694.40
Step 5	\$ 75,628.80
Step 6	\$ 77,563.20
Step 7	\$ 79,497.60
Step 8	\$ 81,432.00
Step 9	\$ 83,387.20
Step 10	\$ 85,321.60
Step 11	\$ 87,256.00

**The County would start you at \$82,500 (not on chart) and if, after 6 months, performance has been successful, the County would move you into step 9 (\$83,387.20). On anniversary date, and another 6 months of successful performance, would move to step 10. Thereafter, would move steps according to ordinance and/or County Board direction.**

Other possible increases would occur as approved by County Board for Cost of living adjustments that would be applied consistently to all pay grades/steps.

Hire date: It is anticipated confirmation of the County Administrator's appointment would be taken to Board meeting on the evening of 2/11 at 7pm (If possible, your attendance would be appreciated). Hire date would be by March 17 or sooner if possible.

Human Resources  
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Date Ran 2/5/2014  
Period 12  
Year 2013

Revenues

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
451002	PRIVATE PARTY PHOTOCOPY	(2.00)	(4.00)	(2.00)	(48.00)	46.00	(48.00)	(46.00)	4.17%
451034	BADGE REPLACEMENT FEE	(4.74)	(4.17)	(19.22)	(50.00)	30.78	(50.00)	(30.78)	38.44%
451200	RECORDS & REPORTS	-	(4.17)	-	(50.00)	50.00	(50.00)	(50.00)	0.00%
<b>Totals</b>		<b>(6.74)</b>	<b>(12.33)</b>	<b>(21.22)</b>	<b>(148.00)</b>	<b>126.78</b>	<b>(148.00)</b>	<b>(126.78)</b>	<b>14.34%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	7,860.43	15,872.50	164,546.33	190,470.00	(25,923.67)	190,470.00	25,923.67	86.39%
511210	WAGES-REGULAR	-	427.90	-	5,134.83	(5,134.83)	5,134.83	5,134.83	0.00%
511240	WAGES-TEMPORARY	35.00	189.67	699.99	2,276.00	(1,576.01)	2,276.00	1,576.01	30.76%
511310	WAGES-SICK LEAVE	3,978.28	-	7,118.98	-	7,118.98	-	(7,118.98)	#DIV/0!
511320	WAGES-VACATION PAY	3,338.84	-	14,468.84	-	14,468.84	-	(14,468.84)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	29.08	350.00	349.00	1.00	349.00	(1.00)	100.29%
511340	WAGES-HOLIDAY PAY	1,515.20	-	7,524.55	-	7,524.55	-	(7,524.55)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	-	-	2,745.74	-	2,745.74	-	(2,745.74)	#DIV/0!
512141	SOCIAL SECURITY	1,248.50	1,229.73	14,331.56	14,756.81	(425.25)	14,756.81	425.25	97.12%
512142	RETIREMENT (EMPLOYER)	1,141.88	1,081.96	13,116.14	12,983.47	132.67	12,983.47	(132.67)	101.02%
512144	HEALTH INSURANCE	4,009.24	3,813.33	46,012.41	45,760.00	252.41	45,760.00	(252.41)	100.55%
512145	LIFE INSURANCE	8.95	8.50	106.16	102.00	4.16	102.00	(4.16)	104.08%
512173	DENTAL INSURANCE	222.92	243.00	2,872.12	2,916.00	(43.88)	2,916.00	43.88	98.50%
521218	ARBITRATOR	400.00	1,050.00	400.00	12,600.00	(12,200.00)	12,600.00	12,200.00	3.17%
521219	OTHER PROFESSIONAL SERV	1,045.00	3,624.08	22,060.56	43,489.00	(21,428.44)	43,489.00	21,428.44	50.73%
521220	CONSULTANT	-	1,250.00	-	15,000.00	(15,000.00)	15,000.00	15,000.00	0.00%
521225	SECTION 125	364.72	542.50	4,697.10	6,510.00	(1,812.90)	6,510.00	1,812.90	72.15%
521226	ERGONOMICS	1,701.50	41.67	1,701.50	500.00	1,201.50	500.00	(1,201.50)	340.30%
521227	POSITION CLASSIFICATIONS	1,000.00	291.67	3,000.00	3,500.00	(500.00)	3,500.00	500.00	85.71%
521228	LABOR NEGOTIATIONS	6,271.30	-	15,462.15	-	15,462.15	-	(15,462.15)	#DIV/0!
521229	RECRUITMENT RELATED	3,557.35	812.50	4,326.82	9,750.00	(5,423.18)	9,750.00	5,423.18	44.38%
521296	COMPUTER SUPPORT	-	311.25	3,788.84	3,735.00	53.84	3,735.00	(53.84)	101.44%
531243	FURNITURE & FURNISHINGS	-	25.00	-	300.00	(300.00)	300.00	300.00	0.00%
531298	UNITED PARCEL SERVICE UPS	-	-	8.01	-	8.01	-	(8.01)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	-	41.67	908.60	500.00	408.60	500.00	(408.60)	181.72%
531311	POSTAGE & BOX RENT	21.61	33.33	338.74	400.00	(61.26)	400.00	61.26	84.69%
531312	OFFICE SUPPLIES	33.74	115.00	616.27	1,380.00	(763.73)	1,380.00	763.73	44.66%
531313	PRINTING & DUPLICATING	45.67	58.33	1,102.86	700.00	402.86	700.00	(402.86)	157.55%
531314	SMALL ITEMS OF EQUIP	-	-	325.03	-	325.03	-	(325.03)	#DIV/0!

531323	SUBSCRIPT TAX,LAW & OTHER	-	219.58	2,598.70	2,635.00	(36.30)	2,635.00	36.30	98.62%
531324	MEMBERSHIP DUES	-	62.92	600.00	755.00	(155.00)	755.00	155.00	79.47%
532325	REGISTRATION	-	310.58	721.00	3,727.00	(3,006.00)	3,727.00	3,006.00	19.35%
532332	MILEAGE	-	112.50	727.54	1,350.00	(622.46)	1,350.00	622.46	53.89%
532334	COMMERCIAL TRAVEL	-	50.00	-	600.00	(600.00)	600.00	600.00	0.00%
532335	MEALS	-	78.67	102.50	944.00	(841.50)	944.00	841.50	10.86%
532336	LODGING	-	220.00	630.00	2,640.00	(2,010.00)	2,640.00	2,010.00	23.86%
532339	OTHER TRAVEL & TOLLS	-	-	5.25	-	5.25	-	(5.25)	#DIV/0!
532350	TRAINING MATERIALS	-	346.00	671.70	4,152.00	(3,480.30)	4,152.00	3,480.30	16.18%
533225	TELEPHONE & FAX	36.04	21.25	286.99	255.00	31.99	255.00	(31.99)	112.55%
535242	MAINTAIN MACHINERY & EQUIPI	-	21.25	880.42	255.00	625.42	255.00	(625.42)	345.26%
571004	IP TELEPHONY ALLOCATION	80.16	30.17	407.96	362.00	45.96	362.00	(45.96)	112.70%
571005	DUPLICATING ALLOCATION	(289.84)	128.33	237.95	1,540.00	(1,302.05)	1,540.00	1,302.05	15.45%
571009	MIS PC GROUP ALLOCATION	(772.45)	458.17	5,407.00	5,498.00	(91.00)	5,498.00	91.00	98.34%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	49.07	191.17	2,122.57	2,294.00	(171.43)	2,294.00	171.43	92.53%
591519	OTHER INSURANCE	124.01	82.42	1,057.12	989.00	68.12	989.00	(68.12)	106.89%
594813	CAP OFC EQUIP	-	345.83	4,915.00	4,150.00	765.00	4,150.00	(765.00)	118.43%

Totals	37,027.12	33,771.51	354,001.00	405,258.11	(51,257.11)	405,258.11	51,257.11	87.35%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		37,020.38	33,759.18	353,979.78	405,110.11	(51,130.33)	405,110.11	51,130.33	87.38%



February 3, 2014

Dear Members of the Human Resources Committee,

Thank you for allowing me to express a concern I have over the compensation currently paid to the 9-1-1 Communications Training Officers.

### **BACKGROUND**

Our current 9-1-1 Communications Training Officers are compensated an additional 0.35/hour while they train new communication officers. This rate is considerably different from the \$2.00/hour that the training officers receive who train our new deputies. Both the 9-1-1 officers and our deputies have very important jobs to perform whether it is on the road or in the 9-1-1 center and they all take on a considerable amount of responsibility and liability in training new officers.

### **THE TRAINING PROGRAM**

Each new 9-1-1 communications officer receives over 560 hours of training before they are able to work on their own and then have to wait one year before they are allowed to work with a part-time communications officer because we want them to have the necessary experience. During their training, the training officer is required to document all the activities the new officer has performed, was shown or was trained on. This important documentation is required so that Jefferson County and the training officer are both protected against any possible liability claims. The training officer is continuously documenting during the shift along with watching and assisting the new 9-1-1 communications officer so that no call is missed and officer safety is maintained. We conduct almost all of our training at the desk where it is real radio traffic, real 9-1-1 calls and real phone calls. All these extra responsibilities are put on the training officer. The training officer is also the person that is held responsible for the complete and accurate training of a new 9-1-1 communications officer. The training officer is also looked at by their peers within the division as being the person with the answers because of their training.

### **RECOMMENDATION**

Using the existing figures, the 9-1-1 communication training officers receive about \$196.00 extra to accept all these responsibilities. This amount was figured using the standard 560 hours of training multiplied by 0.35/hour. By increasing their compensation to match that of a deputies' compensation of \$2.00/hour, it would cost \$1,120.00 (an increase of \$924.00) over the length of training a new 9-1-1 communications officer. The training a new 9-1-1 communications officer receives has increased dramatically over the years and along with that came additional responsibilities of the training officer.

**IN CLOSING**

The 9-1-1 communications officer is the life-line to everything that takes place in the field. They are responsible for not just the deputies, but other agencies, fire departments, emergency medical services in the Jefferson County. The communications officer is the first contact a person has in their time of need and the one person that everybody else relies on for all their needs.

Thank you for your consideration in this matter,

Todd Lindert  
Communications Supervisor