

Agenda

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

October 21, 2014 @ 8:00 a.m.

Committee Members: James Braughler, Chair; Greg David, Secretary; Jim Mode, Vice-Chair;
Paul Babcock; and Michael Wineke

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 September 30, 2014 minutes
7. Communications
8. Monthly Financial Report
9. Report on Reclassification results, per Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan
10. Consideration to amend HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees, to address equity in promotions to Sergeant
11. Consideration of a pay adjustment for Sergeants, Captains and/or Chief Deputy for 2014
12. Review of Resolution 2004-50 and possible recommendation for amendment to insurance coverage for active military employees and their families
13. Review of Resolution 2004-51 and possible recommendation for amendment to vacation accrual for employees on active military duty
14. Report on HIPAA Privacy Audit
15. Consideration to amend Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, increasing Field Training Officer pay for Communication Operators
16. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline
17. Reconvene into open session for consideration and possible action regarding items discussed in closed session
18. Set next meeting date and agenda
19. Adjournment

Next scheduled meeting: November 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
September 30, 2014 @ 8:30am
Jefferson County Courthouse, Room 205**

1. Meeting called to order at 8:30am by J. Braughler.
2. Present: J. Braughler, P. Babcock, J. Mode, M Wineke, and G. David. Quorum established. Others Present: T. Palm, B. Wehmeier, B. Ward, B. Lamers, B. Frank, J. Parker, J. Hintzmann, Supervisor D. Jones, Supervisor L. Payne; Supervisor J. Schroeder, Supervisor J. Hanneman, and Amy Smith (Daily Union). Note: A quorum of the Finance Committee was present, but no discussion or action was taken on their part.
3. Certification of compliance with the Open Meetings Law by County Administrator, B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by J. Mode, second by G. David, to approve the September 5, 2014 minutes. Motion carried 5:0.
7. Communications. A draft to amendment to the Civil Service Ordinance and Human Resources Department monthly report were distributed.
8. Review of Monthly Financial Report. Overall, Human Resources department is under budget. The remainder of the cost of the HIPAA Privacy audit is still outstanding.
9. Employee Third Quarter Retirements. Four employees retired from July – September, 2014, and will be recognized at the October board meeting.
10. Motion by G. David, second by P. Babcock, to recommend an amendment to the Civil Service Ordinance to increase the years of service necessary for promotion to Sergeant position, from 5 years to 6 years. Motion carried 6:0.
11. Presentation on 2015 Jefferson County Wages and Health Insurance. A powerpoint presentation was given by T. Palm, HR Director, on the wages and health insurance options for 2015. This was the same presentation provided to employees earlier in September.
12. Motion by J. Mode, second by G. David, to recommend to County Board a change to the plan design option offered by the Wisconsin Public Employees Group Health Insurance program for 2015 from a traditional, no-deductible plan (P02 Plan) to a low deductible plan (\$500

single/\$1000 family, P04 Plan). This would be for all employees effective 1/1/15. Motion carried 5:0.

13. Motion by M. Wineke, second by G. David, to authorize the County Administrator to amend the County's Section 125b plan to allow for a \$125/\$250 employer contribution for employees with the County's single/family health insurance, to direct the FSA Administrator to use the County's contribution before any employee contribution and to allow the County's contribution to be all or part of the \$500 that may be rolled over into the next calendar year. Motion carried 5:0.
14. Motion by J. Mode, second by P. Babcock, supporting the 1% across-the-board wage adjustment for all non-represented employees for 2015. Motion carried 5:0.
15. Review of the Human Resources Report addressing the September monthly departmental report, vacant position requests and emergency help requests. Report is on file.
16. Next meeting date October 21, 2014 at 8:30am. Items will include issues regarding Sergeants pay and a possible LOA request.
17. Motion by G. David, second by P. Babcock, to adjourn. Meeting adjourned at 9:38am.

ORDINANCE NO. 2014-____

Amending the Personnel Ordinance to change the procedure for promoting Deputies and Detectives to Sergeants at the Sheriff's Department and for adjusting wages for four current Sergeants

Executive Summary

Historically, sergeants at the Sheriff's department have been promoted from a deputy or detective position. The current language in the County Personnel Ordinance states that following a promotion, an employee will be placed in the corresponding pay grade and step that provides a minimum of a 5% increase. Over time, the following inequities have occurred:

First, during the last 15 years, promotions have been implemented differently. Before 2003 and between 2004 and 2011, employees receiving a promotion would be placed into the appropriate pay grade and step that provided a pay increase, but not the minimum 5 percent. This increase could be as little as \$.01. Between 2003 and 2004, and beginning in early in 2012, employees received the minimum of a 5% increase.

Second, because the rate of pay for a deputy and a detective is significantly different, there is internal inequity when a newly promoted detective starts out making more than an experienced sergeant (who was promoted from a deputy position).

Therefore, the Human Resources Committee recommends the following changes to address the current internal pay inequity issue when a deputy or detective is promoted to a Sergeant position and to prevent this from recurring in the future.

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

Section 1. Section HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees shall be amended to create Section C as follows:

HR0120 DIFFERENCES FOR SWORN, NON-REPRESENTED LAW ENFORCEMENT EMPLOYEES.

- A. All sworn, non-represented law enforcement employees will be subject to the policies in the Personnel Ordinance, except as it relates to employee contribution to WRS, health insurance premium contributions in the State Health plan, and accruals for vacation, sick, holiday, shift differentials and hazardous pay, to which the current LAW contract language shall apply. In addition, longevity pay and sick leave payout shall be converted into a Health Insurance benefit for retirees and shall be paid by the County to the Administrator of the Health Insurance Benefit Trust, with longevity being paid on the first business day after December 1st of each year and the sick leave payout being paid on the first pay period following the employees retirement date. Sergeants shall be granted compensatory time and receive uniform allowance as set forth in the current LAW union contract. [am. ord. 2006-35, 2/14/06; am. ord. 2008-24, 11/10/08; am. ord. 2008-33, 01/13/09; 3/13/12, ord. 2011-31]
- B. Notwithstanding any other provision of this ordinance, effective January 2, 2011, patrol sergeants shall be scheduled for 10.5 hour shifts in a 7 days on, 7 days off pattern. 6.5 hours of accrued vacation and holiday time will be used to supplement hours worked in a 14-day work cycle. [am. ord. 2010-22, 12/14/10; 3/13/12, ord. 2011-31; am. ord 2012-21, 12/11/12]
- C. Notwithstanding any other provision of this ordinance, in the case of the promotion to Sergeant, such employee shall receive the rate of compensation into the next higher step that provides a minimum of a 5% increase above the top step of the Detective position. In no

case will a pay adjustment allow an employee's pay to exceed the established range maximum for the Sergeant position.

Section 2. WHEREAS, there is presently less than an average of a 5% pay differential between Detectives and the four Sergeants and the Human Resources Committee recommends a step wage adjustment for each of the four Sergeants to create a minimum of a 5% hourly differential, to be effective June 29, 2014.

Section 3. This ordinance shall be effective after passage and publication as provided by law.

Fiscal Note: The cost to adjust four current sergeants for 2014 is \$8,749, inclusive of WRS and FICA. This is a budget amendment which 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

09-09-14

Terri M Palm: 08-26-14: J. Blair Ward: 09-03-14

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

RESOLUTION NO. 2014-_____

Wage adjustment for Sworn, Non-Represented Sheriff's Department Employees for 2014

Executive Summary

The Human Resources Committee has discussed the issue of pay compression within the Sheriff's department, in particular, between Sergeant and Deputy pay. At the July 15, 2014 HR Committee meeting, Carlson Dettmann Associates presented its analysis of pay compression within the Sheriff's department. The recommendation was that presently there is not a pay compression issue when looking at annual salaries. However, with the pay raises established for 2014, 2015 and 2016 that were negotiated for deputies and detectives, wage compression between sergeants and deputies/detectives may develop if the non-represented pay plan is not adjusted. Therefore, the County Administrator requests, and the HR Committee recommends, a one-time non-cumulative lump sum wage adjustment for non-represented, sworn employees at the rate of 0.96% based on regular base hourly earnings. This one-time adjustment is equal to the adjustment provided to other non-represented (general municipal) employees in 2011, when these employees began contributing to the Wisconsin Retirement System.

WHEREAS, it has been customary to review and adjust wages for non-represented employees, and

WHEREAS, in 2011, a one time, non-cumulative lump sum wage adjustment for non-represented (general municipal) employees (excluding Sheriff's department sworn staff and elected officials) at the rate of 0.96% based on the employees' regular base hourly earnings was provided to off-set newly mandatory WRS employee contributions, and

WHEREAS, the Human Resources Committee recommends the same one time, non-cumulative lump sum wage adjustment for non-represented Sheriff's Department sworn staff at the rate of 0.96% based on the employees' regular base hourly earnings in 2014 exclusive of shift differential, overtime or other premiums, payable with the final paycheck in 2014.

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the recommendation of the Human Resources Committee to make a one time lump sum payment to non-represented Sheriff's Department Sworn employees of 0.96% as calculated above.

Fiscal Note: The estimated cost of this proposal is \$15,881.20. This is a budget amendment which 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

10-28-14

Terri M Palm: 08-26-14; 09-03-14; J. Blair Ward: 09-03-2014

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

RESOLUTION NO. 2004-50

WHEREAS, Resolution No. 2003-94 adopted December 9, 2003, provided for continued health, dental and life insurance coverage for twelve months for county employees on active duty, subject to the employee paying the applicable contribution to premiums, and

WHEREAS, Resolution No. 2003-94 was to be reviewed within a year, and

WHEREAS, the Human Resources Committee has reviewed said resolution and proposes to extend the County's provision of health, dental and life insurance benefits from twelve months to eighteen months for employees on active duty,

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 2003-94 is hereby amended to provide that the County will pay the premium for the family health, dental and life insurance coverage for any county employee called up for active duty for eighteen months following notice of commencement of active service, subject to the employee paying the applicable contribution for each coverage.

Fiscal Note: This extension in 2004 is expected to cost approximately \$4,300. For 2005, the cost is approximately \$19,200. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES 27

NOES 1 (Hoeft)

ABSENT 2

Requested by
Human Resources Committee

10-12-04

RESOLUTION NO. 2004-51

WHEREAS, employees of Jefferson County earn vacation in one year to be used in the next year, and

WHEREAS, employees called up to active duty are not present to earn vacation for the year they return from active duty, and

WHEREAS, employees returning from active duty have no vacation available for as much as a year after their return, and

WHEREAS, the Human Resources Committee has considered this situation as it affects employees who are or recently were on active duty, and recommends that vacation be granted to those employees on military leave as of January 1, 2003, or thereafter, as if the active duty military leave was treated as hours worked for vacation accrual purposes,

NOW, THEREFORE, BE IT RESOLVED that retroactive to January 1, 2003, employees who were or are on military leave shall be given credit in the subsequent year for vacation they would have earned had they been working their regular work schedule.

BE IT FURTHER RESOLVED that vacation accrued pursuant to this resolution will not be paid out in cash if unused.

BE IT FURTHER RESOLVED that this policy shall remain in place until rescinded.

Fiscal Note: Approximately \$5,800 worth of vacation will be granted for 2004 and about \$5,100 worth of vacation for 2005 as the amounts that would have been earned in 2003 and 2004 respectively. Funds are contained in the Sheriff's and Highway Department's 2004 and 2005 budgets.

AYES ___ 25 ___

NOES ___ 3 ___ (Buchanan, Hoefft, Weiss)

ABSENT ___ 2 ___

Requested by
Human Resources Committee

10-12-04

HIPAA PRIVACY POLICIES AND PROCEDURES



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Introduction

Jefferson County is committed to protecting the privacy of Individually Identifiable Health Information in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health (HITECH) Act, and the regulations issued under those laws, including the Privacy Rule, the Security Rule, and the Breach Notification Rule. As discussed in more detail below, Jefferson County is subject to these laws and regulations because it performs certain Health Care Provider and Health Plan functions that involve Protected Health Information (PHI), which generally includes Individually Identifiable Health Information that is transmitted or maintained in any form (e.g., written, verbal, electronic, etc.). Among other things, these laws and regulations set standards designed to protect the privacy and security of PHI. For example, they dictate the purposes for which PHI may be used and disclosed, and they outline what must be done in situations where the privacy or security of PHI has been compromised (e.g., where PHI has been improperly used or disclosed).

These Policies and Procedures outline the County's HIPAA Privacy compliance program. The County also has a HIPAA Security compliance program, which is documented separately. The County maintains discretion to interpret and implement these Policies and Procedures, and, except where limited by applicable law, the County reserves the right to modify, amend, or terminate these Policies and Procedures at its discretion at any time and without prior notice. Because the County is dedicated to compliance with HIPAA and other applicable laws, the County will interpret these Policies and Procedures in a manner that permits the County to comply with its legal obligations.

Hybrid Entity

Because the County performs some functions that are covered by HIPAA and other functions that are not, the County has elected to designate itself as a "Hybrid Entity." This means that, as a general matter, only those components of the County that perform Health Plan, Health Care Provider, or Business Associate functions that involve Protected Health Information (PHI) are covered by HIPAA and therefore subject to the County's HIPAA Policies and Procedures. These components include the following:

- Human Resources
 - Administration of the County's HIPAA-covered health benefit plans (Health Plan)
 - HR administration for HIPAA-covered components of the County (Provider or Health Plan)
 - Administration of the County's HIPAA privacy and security programs (Provider or Health Plan)
- MIS
 - Administration of the County's HIPAA security programs (Business Associate)
 - Technical support for administration of the County's HIPAA privacy programs (Business Associate)

- Providing support to HIPAA-covered components of the County (Provider or Health Plan)
- Health Department (Provider)
- Human Services Department
 - Behavioral Health (Provider)
 - CSP/Lueder Haus (Provider)
 - Substance Abuse Services (Provider)
 - Child Abuse (Provider)
 - Juvenile Justice (Provider)
 - Birth to Three (Provider)
 - Adult Protective Services (Provider/Health Plan)
 - Aging and Disability Resource Center (Provider/Health Plan)
 - Economic Support (Health Plan)
 - Medical Assistance Waiver Programs (Health Plan)
 - General Relief Medical Programs (Health Plan)
 - Fiscal (Business Associate)
- Sheriff's Department
 - Health services components of the jail (Provider)
- Corporation Counsel
 - Legal support for HIPAA-covered components of the County (Business Associate)

The County's HIPAA Policies and Procedures apply only to those components of the County designated as covered by HIPAA. The County may designate additional components as covered by HIPAA or remove other components, as appropriate. Any such designation or removal must be done formally and in writing.

How These Policies and Procedures Work

Each of the components of the County listed above are subject to the County's HIPAA Policies and Procedures. In addition, all members of the County's Workforce who perform functions for those designated components are subject to these Policies and Procedures to the extent their work for the County involves HIPAA-covered functions. In addition, members of the County's Workforce who provide administrative or other types of support for the designated components but who work for another component of the County are also subject to these Policies and Procedures to the extent that their work involves HIPAA-covered functions.

- Note: The County's HIPAA-covered Workforce may include more than just County employees. For purposes of the County's HIPAA Policies and Procedures, Workforce includes employees, volunteers, trainees, and other persons whose conduct, in the performance of work for the County, is under the direct control of the County, whether or

not they are paid by the County. However, the County's Workforce does not include the County's Business Associates or their employees.

Each HIPAA-covered component of the County must comply with the HIPAA Policies and Procedures that are applicable to it. As noted above, the designated components of the County are covered by HIPAA by virtue of their status as a Health Plan or a Health Care Provider (or because they provide services or assistance to a Health Plan or Health Care Provider component of the County). Covered components may use or disclose PHI only for purposes related to the appropriate function being performed. PHI may not be shared with non-covered components of the County except as specifically permitted by the County's HIPAA Policies and Procedures.

Because of the range of different HIPAA-covered functions performed by the various HIPAA-covered components of the County, it may be appropriate for the County's HIPAA-covered components to adopt additional policies and procedures to address compliance with HIPAA or related laws. The HIPAA-covered components of the County may adopt such policies and procedures as they deem appropriate. However, any such policies and procedures must be consistent with these HIPAA Privacy Policies and Procedures, and copies of the policies and procedures must be provided to the County's HIPAA Privacy Officer.

Coordination with HIPAA Security Policies and Procedures

In addition to these HIPAA Privacy Policies and Procedures, the County has adopted Policies and Procedures to address its obligations under the HIPAA Security Rule, which applies specifically to electronic PHI ("ePHI"). Because these HIPAA Privacy Policies and Procedures apply to all PHI, including ePHI, it is possible that they will overlap with the County's HIPAA Security Policies and Procedures. To the extent there is any conflict between the County's HIPAA Privacy and Security Policies and Procedures, the conflict should be resolved in a manner that reasonably permits the County to comply with its legal obligations. For example, in the case of a conflict, the County's Privacy Officer and its Security Officer might consult with each other (and any other County employees or third-parties they deem appropriate) to devise an appropriate course of action that will permit the County to comply with its legal obligations.

Defined Terms

Capitalized terms and certain other terms (e.g., "use" and "disclosure") are defined in the *Definitions* section of the document. Terms not defined are intended to be interpreted consistently with HIPAA and other applicable laws and regulations.

Privacy Officer, Contact Person, and Privacy Coordinators

References: 45 C.F.R. § 164.530(a)

Privacy Officer

The Benefits Administrator is the HIPAA Privacy Officer for the County. The Privacy Officer is responsible for the development and implementation of the County's HIPAA Privacy Policies and Procedures. The contact information for the Privacy Officer is as follows:

Human Resources Department
Courthouse, Room 111
311 South Center Avenue
Jefferson, WI 53549
(920) 674-8634

Contact Person

The Benefits Administrator is the HIPAA Contact Person for the County. The Benefits Administrator is responsible for receiving complaints concerning the County's HIPAA Privacy Policies and Procedures. The Human Resources Department is also able to provide further information about matters covered by the County's Notice of Privacy Practices. The contact information for Human Resources is as follows:

Jefferson County Human Resources
Courthouse, Room 111
311 South Center Avenue
Jefferson, WI 53549
(920) 674-8634

Privacy Coordinators

The County has designated a Privacy Coordinator for each of the County's HIPAA-covered components. The Privacy Coordinator is responsible for facilitating the implementation of the County's HIPAA Policies and Procedures within his or her respective HIPAA-covered component by, among other things:

- Monitoring compliance with the County's HIPAA Policies and Procedures within the HIPAA-covered component, including requirements related to workforce training, documentation, the proper use and disclosure of PHI, the implementation of appropriate

safeguards to protect the privacy and security of PHI, and compliance with the County's Breach Notification Policy

- Communicating with the Privacy Officer regarding issues relevant to such compliance
- Developing, adopting, and implementing supplemental HIPAA Policies and Procedures, where appropriate

The Privacy Coordinators for the County's HIPAA-covered Components are as follows:

- Human Resources
Terri Palm-Kostroski, Human Resources Director
(920) 674-7103
- MIS
Roland Welsch, Information Technology Manager
John Rageth, Systems & Applications Manager
(920) 674-2303
- Health Department
Gail Scott, Health Department Director
(920) 674-7228
- Human Services Department
Kathi Cauley, Human Services Director
(920)674-8111
- Sherriff's Department
Jeffrey Parker, Chief Deputy
(920) 674-7328
- Corporation Counsel
Christine Hansen, Assistant Corporation Counsel
(920) 674-7135

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

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
February 18, 2014 @ 8:00am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:00pm by Chair, J. Braughler.
 2. Present: J. Braughler, J. Schroeder, D. Schultz and G. David. P. Rogers present at 8:25am. Quorum established. Others Present: B. Wehmeier; T. Palm; P. Ristow; J. Molinaro, S. Jensen, and J. Parker.
 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 G. David, to approve the January 21, 2014 minutes. Motion carried 4:0.
 7. Communications: A copy of the offer extended, and accepted, by Genevieve Borich, Economic Development Director, with a rate of pay between step 8 and 9 of Grade 13, 2 full weeks of vacation in 2014 and increased to 3 weeks in 2016, and up to \$2500 for moving expenses.
 8. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now. Ergonomic line item is over due to air quality testing in Clerk of Courts and Labor Negotiations line item also over. We have not received an invoice yet for the 2013 portion of the HIPAA Privacy Audit conducted in 2013, but anticipate approximately \$8500 for this and a request for carryover for the additional amount anticipated to be conducted in 2014.
 9. Review of Field Training Officer pay received by Communication Operators. Chief Deputy presented that training pay for dispatchers is \$.35 per hour, compared to \$2.00 per hour for deputies. Committee requested additional information including comparable information, feedback from Carlson Dettman whether training was considered when grade placement was recommended, and how the Sheriff's department will cover additional cost in budget.
- P. Rogers present at 8:25am.
10. Motion by J. Schroeder, second by D. Schultz, 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", 5:0. Moved into closed session at 8:26am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier, and T. Palm the entire closed session and S. Jensen for item under 19.85 (1)(f).

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 18, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braugher.
2. Present: J. Braugher, J. Schroeder, P. Rogers, D. Schultz and G. David. Quorum established. Others Present: B. Wehmeier; T. Palm; P. Ristow; J. Molinaro, S. Jensen, K. Cauley, P. Milbrath, J. Nehmer, J. Parker, L. Statz (Daily Union).
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with moving items #10 and #11 to the end.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by G. David, to approve the March 5, 2014 minutes. Motion carried 5:0.
7. Communications: Material for consideration of salary/benefits distributed and a thank you to the Committee for the last two years and recognizing that this is probably to Pam Rogers' last meeting.
8. Motion by J. Schroeder, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statutes Section 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", 5:0. Moved into closed session at 8:34am. Note: also present were T. Palm, J. Molinaro, P. Ristow, B. Wehmeier and staff involved in the leave of absence request.
9. Motion by P. Rogers, second by G. David, to reconvene into open session. All present responding "Aye", 5:0. Moved into open session at 8:50am.
 - a. Motion by D. Schultz, second by P. Rogers, to deny the leave of absence request due to an indeterminable amount of time needed and an undue burden on the department. Motion carried 5:0.
10. Motion by P. Rogers, second by D. Schultz, to increase the hours of the Dementia Care Specialist position to full-time at Human Services. Motion carried 5:0.
11. Motion by D. Schultz, second by P. Rogers, to recommend the resolution, as corrected, to create a full-time Community Resource Coordinator-Wraparound position at Human Services, pending confirmation of receiving the grant extension. Motion carried 5:0.
12. Motion by J. Schroeder, second by G. David, to recommend an increase the vacant Parks Program Assistant hours to full-time and reduce the full-time Parks Administrative Assistant I position to a .6 FTE. Motion carried 5:0.

13. Information that the Breastfeeding Peer Counselors at the Health department will be treated in regards to a \$.25/hour increase for a maximum of 4 years, as is consistent with other seasonal and pool positions. This is done under Personnel Ordinance HR0265, Part-Time Employment.
14. Motion by P. Rogers, second by D. Schultz, to recommend an amendment to HR0360, Hours of Work, to increase the Field Training Officer pay for Communications Operators effective in the 2015 budget year. Motion carried.
15. Discussion of providing a wage adjustment to the Sworn Management staff in the Sheriff's department, including Sergeants, Captains and Chief Deputy. Several issues were discussed including:
 - a. Review of current and potential compression issues
 - b. Discrepancy of pay for a sergeant promoted from deputy vs. detective
 - c. Sworn management is on a 11-step program while union is on a 5-step, 3 ½ year step program
 - d. Sworn management continue to receive approximately 2.5% increases in steps for a longer period of time
 - e. Sworn management received a 0% increase in the last three years while other non-represented employees received a couple of lump sum payments (base wage NOT adjusted) to assist with having to contribute to WRS
 - f. Sworn management did not contribute to WRS while other non-represented staff did
 - g. The impact of how any decision of a wage/benefit change for sworn management may have with other groups throughout the county.No recommendation was made at this meeting, with deferral to a future date.
16. A review of quarterly retirements was provided that will be recognized at the April County Board meeting.
17. The Human Resources Department Financial report was reviewed, acknowledging the account for "Recruitment" appeared to already be over budget in the month of January but an explanation was given that a 3-month advertising package had to be pre-paid.
18. Next meeting set for April 15, 2014 at 8:30am. To include items of reclass language for elected officials, uniform allowance language, classification of interpreters and other possible positions, consideration of voluntary benefit changes/additions.
19. Motion by P. Rogers, second by G. David, to adjourn. Meeting adjourned at 10:15am.

Human Resources Committee Secretary

Date

ORDINANCE NO. 2014-____

Amending the Personnel Ordinance to increase Field Training Officer pay for Communication Operators

Executive Summary

Each new 9-1-1 Communications Operator receives over 560 hours of training before they are able to work on their own. An additional year of necessary experience is then required before they are allowed to work with a part-time Communications Operator. During a new Communications Operator training, an experienced Communications Operator is assigned the role of a training officer. The Training Officer is required to document all the activities the new Operator 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 Operator so that no call is missed and officer safety is maintained. Almost all of the training is conducted at the work station where it is real radio traffic, real 9-1-1 calls and real phone calls. All of 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.

Currently, Communications Operators are compensated \$.35/hour when they assume the duties of Training Officer. This is compared to \$2.00/hour that deputies receive when they assume similar responsibilities. Therefore, the Human Resources Committee recommends increasing the Field Training Officer (FTO) pay for Communications Operators to \$2.00/hour, effective January 1, 2015.

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

Section 1. Section HR0360(B)(8)(a), Hours of Work, Overtime and Compensatory Time shall be amended to C as follows:

HR0360 HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.

B. Non-exempt Employees

8. Shift Differentials and Premium Pay: [cr. 12/13/11, ord. 2011-21; am 04/16/2013, ord 2013-02; am 06/11/2013, ord 2013-07]
 - a. Communications Operators working the second shift shall receive ten cents (\$.10) per hour in addition to their regular rate of pay; employees working the third shift shall receive twenty (\$.20) cents per hour in addition to their regular rate of pay; employees working a swing shift shall receive twenty-five (\$.25) cents per hour in addition to their regular rate of pay. Dispatchers Communications Operators working in a Field Training Officer (FTO) capacity for four (4) hours or more will receive a thirty-five (\$.35) cents per hour shift differential for those hours. Effective January 1, 2015, Communications Operators working in a Field Training Officer (FTO) capacity for four (4) hours or more will receive two (\$2.00) dollars per hour shift differential for those hours. [cr. 12/13/11, ord. 2011-21]

Section 2. This ordinance shall be effective January 1, 2015.

Fiscal Note: The additional cost to train one Communications Operator is \$1,053.36. The total cost will vary on the number of new Communications Operators hired each year. This is a budget amendment which 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

10-28-14

Terri M Palm: 10-15-14

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