

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 21, 2014 @ 8:00am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:00pm by Chair, J. Braugher.
2. Present: J. Braugher, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Lamers, B. Ward, J. Parker and D. Hunter.
3. Certification of compliance with the Open Meetings Law by T. Palm.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by M. Wineke, second by P. Babcock, to approve the September 30, 2014 minutes. Motion carried 5:0.
7. Communications: Report on reclassification of Sergeants by Carlson Dettmann Associates distributed.
8. Monthly Financial Report. No update available since September 30 meeting.
9. T. Palm, Human Resources Director, reviewed the reclassification recommendation for the Sergeants. Based on the increase of experience required, Sergeants will be reclassified from a grade 9 to a grade 10 effective January 1, 2015.
10. Motion by J. Mode, second by G. David, to recommend to County Board an amendment to Personnel Ordinance HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees, that 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, to delete section 2 and the fiscal impact of the draft ordinance. Motion carried 5:0.
11. Motion by G. David, second by P. Babcock, to recommend a resolution to Finance Committee for consideration to provide a one-time .96% lump sum payment on base wages for Sergeants, Captains and Chief Deputy for 2014. Motion carried 5:0. Committee requested that Finance Committee be provided a comparison of non-represented employees in regards to wages and WRS and Health insurance contributions.
12. Motion by G. David, second by M. Wineke, to recommend to County Board an amendment to Personnel Ordinance HR0320, Hours of Work, Overtime and Compensatory Time, to increase Field Training Officer pay differential for Communication Operators to \$2.00/hour and amend

the fiscal note to indicate cost will vary on number of new communication operators hired each year. Motion carried 5:0.

13. Motion by J. Mode, second by G. David, to recommend no changes to Resolution 2004-50, addressing insurance coverage for active military employees and their families. Motion carried 5:0.
14. Motion by J. Mode, second by P. Babcock, to recommend no changes to Resolution 2004-51, addressing vacation accrual for employees on active military duty. Motion carried 5:0.
15. T. Palm, Human Resources Director, reported that the HIPAA Privacy Audit was nearly complete. Noted that action at future meeting required to amend ordinance.

Note: No closed session was held.

16. Next meeting set for November, 2014 at 8:30am. To include items of HIPAA ordinance amendment.
17. Motion by J Mode, second by G. David, to adjourn. Meeting adjourned at 8:56am.

531323	SUBSCRIPTIONS-TAX & LAW	-	594.58	205.80	5,351.25	(5,145.45)	7,135.00	6,929.20	2.88%
531324	MEMBERSHIP DUES	75.41	62.92	505.41	566.25	(60.84)	755.00	249.59	66.94%
531326	ADVERTISING	-	-	77.23	-	77.23	-	(77.23)	#DIV/0!
532325	REGISTRATION	554.00	153.33	974.00	1,380.00	(406.00)	1,840.00	866.00	52.93%
532332	MILEAGE	58.24	80.83	326.48	727.50	(401.02)	970.00	643.52	33.66%
532334	COMMERCIAL TRAVEL	-	66.67	-	600.00	(600.00)	800.00	800.00	0.00%
532335	MEALS	-	25.00	95.54	225.00	(129.46)	300.00	204.46	31.85%
532336	LODGING	-	153.33	410.00	1,380.00	(970.00)	1,840.00	1,430.00	22.28%
532339	OTHER TRAVEL & TOLLS	-	-	21.00	-	21.00	-	(21.00)	#DIV/0!
532350	TRAINING MATERIALS	-	375.00	1,109.82	3,375.00	(2,265.18)	4,500.00	3,390.18	24.66%
533225	TELEPHONE & FAX	7.58	25.00	88.52	225.00	(136.48)	300.00	211.48	29.51%
571004	IP TELEPHONY ALLOCATION	43.17	43.17	388.53	388.50	0.03	518.00	129.47	75.01%
571005	DUPLICATING ALLOCATION	15.92	15.92	143.28	143.25	0.03	191.00	47.72	75.02%
571007	MIS DIRECT CHARGES	-	-	1,048.54	-	1,048.54	-	(1,048.54)	#DIV/0!
571009	MIS PC GROUP ALLOCATION	480.17	480.17	4,321.53	4,321.50	0.03	5,762.00	1,440.47	75.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	220.50	220.50	1,984.50	1,984.50	-	2,646.00	661.50	75.00%
591519	OTHER INSURANCE	93.36	99.83	840.24	898.50	(58.26)	1,198.00	357.76	70.14%
592006	WRS INTEREST	-	-	9.48	-	9.48	-	(9.48)	#DIV/0!
Totals		27,845.83	35,358.17	267,984.33	318,223.50	(50,239.17)	424,298.00	156,313.67	63.16%

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		27,845.83	35,348.17	267,974.08	318,133.50	(50,159.42)	424,178.00	156,203.92	63.17%
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Terri Palm

From: Kay Held <KHeld@dbsbenefits.com>
Sent: Friday, October 31, 2014 11:49 AM
To: Kay Held
Subject: Medical FSA Maximum Increased for 2015

Importance: High



DIVERSIFIED BENEFIT SERVICES, INC.

Dedicated to Excellence in Benefit Management Solutions

Medical FSA Maximum Increased For 2015

Date:

10/31/2014

Dear Valued Client,

On 10/30/2014 the Internal Revenue Service released Revenue Procedure 2014-61 that included an inflation adjustment for healthcare Flexible Spending Arrangements (Health FSAs). Effective 1/1/2015, the maximum contribution to a Health FSA/Medical Reimbursement FSA has been increased to \$2,550. The increase applies to both general purpose Health FSAs and limited purpose/post deductible Health FSAs.

Please indicate below how you would like us to proceed with your plan and email your response by Friday, November 7th:

I would like to increase the medical maximum to \$2,550 effective 1/1/2015.

I would like to increase the medical maximum to \$2,550 effective 1/1/2016.

Please contact me if you have any questions.

Thank you for placing the administration of your FSA with DBS. Your business is appreciated.

Thank you,
Kay L Held
Claims Specialist
Diversified Benefit Services, Inc.
P.O. Box 260
625 Walnut Ridge Drive, Suite 190
Hartland, WI 53029
Local: 262-367-3300 x-236
Toll Free: 800-234-1229 x-236
Fax: 262-367-5938

ORDINANCE NO. 2014-____

Amend the Personnel Ordinance to allow the opportunity for compensatory carryover for Intake/Oncall Social Workers and to categorize Public Health Nurses and WIC Project Director positions in the correct exempt category

Executive Summary

Intake Workers at Human Service who are regularly assigned On-Call duties are required to cover the time after regular work hours, including nights, weekends and holidays. Shifts could range from 12 hours to 36 or more hours. During this time, an employee is allowed to take rest or sleep time within the shift as time and work allows. This 'down' time is paid at a lower rate of pay equal to 75% of the normal hourly wage. Therefore, employees are allowed to use banked compensatory time to provide the employee additional hours to equal 'full pay'. In other words, it allows employees to have a paycheck equal to the amount if all hours were paid at the regular rate of pay. If an employee would not have hours in his or her compensatory bank, the employee would receive a lesser paycheck. If the Intake On-call Worker's compensatory time would be paid out November 30 of each year, the employee would not immediately have a bank of hours to make up for the hours recorded as sleep time. Therefore, the Human Services Director and the Human Resources Committee recommends the ability to allow non-exempt, Intake On-call workers to carryover up to 80 hours of compensatory time, upon approval of the Human Services Director.

The other section of Personnel Ordinance HR0360 that is being amended addresses bonus pay provided to Public Health Nurses and the WIC Project Director. The recommendation is to continue to provide these positions additional compensation when assigned the duty of supervising a nursing student, but to move the language currently under the non-exempt section to the appropriate 'other exempt' section.

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

Section 1. Sections HR0360(A)(3)(c) and (B)(8)(b), Hours of Work, Overtime and Compensatory Time shall be amended as follows:

HR0360 HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.

A. Exempt Employees

3. Other classified exempt employees are eligible to use and accumulate compensatory time in accordance with the provisions of this policy.
- c. Any altered daily work schedule from the assigned 40 hours per week will be at the discretion of the employee's department head, and may be granted if the needs of the department allow for such alteration. Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a bonus equal to \$1 for each hour spent by the employee with the student nurse.

B. Non-exempt Employees

8. Shift Differentials and Premium Pay
 - b. Public Health. Full-time Public Health Technicians working in the jail receive seventy-five cents (\$.75) per hour in addition to their regular rate of pay. ~~Public Health Nurses or WIC Project Director assigned to work as Clinical Instructors for nursing students shall receive a one-dollar (\$1.00) per hour premium, for all hours spent by the employee with the student nurse.~~

Section 2. Sections HR0360(B)(5)(d), Hours of Work, Overtime and Compensatory Time shall be amended, Section HR0360(B)(5)(e) shall be created and the remaining sections renumbered (f-g) as follows:

HOURS OF WORK, OVERTIME AND COMPENSATORY TIME.

B. Non-exempt Employees

- 5. When accrual of compensatory time is authorized, the following provisions shall apply:
 - a. The maximum amount of compensatory time which may be accumulated is 160 hours of overtime worked or 240 hours of compensatory time. ~~Any compensatory time not used by November 30 shall be paid on the next regular pay check in December.~~ An employee who has accrued the maximum number of hours of compensatory time may reduce the hours below the maximum by the use of time off and resume accrual of compensatory time. [am. ord. 2006-30, 3/13/06; am. 12/13/11, ord. 2011-21].
 - b. Any compensatory time not used by November 30 shall be paid on the next regular pay check in December. On-call Intake Social Workers may request to carry over a maximum of 80 hours of compensatory time by November 30. The request of carryover is at the discretion of the Human Services Director and in no case shall exceed the maximum of 240 hours of banked compensatory time.

Section 3. This ordinance shall be effective upon passage.

Fiscal Note: There is no fiscal impact.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by:
Human Resources Committee

12-09-14

Terri M Palm: 11-12-14

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



**JEFFERSON COUNTY
HUMAN RESOURCES**
Courthouse
311 S. Center Ave. - Room 111
JEFFERSON, WISCONSIN 53549
Telephone (920) 674-7102
Fax (920) 675-0068

TERRI PALM KOSTROSKI
Director - Human Resources

ELLEN M. BRAATZ
Benefits Administrator

TONIA MINDEMANN
Human Resources Specialist

**Human Resources Department
Monthly Report
October, 2014**

Issues/Items for October, 2014:

- Personnel investigations:
 - 1 leave of absence accommodation under ADAAA
 - 1 work-station accommodation under ADAAA
 - 3 performance-related concern
 - 1 referral to the County's Employee Assistance Program
 - 1 FLSA concern
 - 1 Ergonomic evaluation of work-station
 - 2 employee health-related concerns
 - 1 ethical violation concern
 - 1 bullying in the workplace complaint
- Trainings
 - Sent 4 managers to Supervisory training on interviewing
 - Attended Employer Advisory Meeting for the Department of Employee Trust Fund
 - Attended Fall Wisconsin Association for County Personnel Directors (WACPD) conference
- Employee Recognition/Wellness
 - Distributed blank 'thank you' cards for supervisors to provide to employees
 - Judged over 40 Halloween costumes and distributed 'prizes'
 - Provided Cookies/Pastries to Highway department
 - Distributed discount information for Anytime Fitness
- Recruited for 1 new positions and received/reviewed 68 applications.
- Processed 8 new hires.
- Processed 2 employee separations.
- Completed and/or reviewed 27 reference checks and 5 education checks on 7 candidates, of which 7 applicants were extended an offer and 5 applicants accepted.

- Conducted safety audits at 1 location, follow up safety audit at 1 locations and goals/objectives set for next 6 months.
- Completed 4 job descriptions, working toward the goal of completing job descriptions for over 200 positions.
- Completed 6 Employee Flexible Spending Presentations to 171 employees.
- Scheduled over 100 employees and family members to participate in biometric screening.
- Coordinated Annual Benefits Fair with 126 employees attending and 78 employees receiving a flu shot provided by the Health Department.
- Introduced the Open Enrollment for health insurance for 2015, requiring ALL eligible employees to complete new application form due to switching to the low-deductible plan.
- Completed next phase of the on-line employment application program. Supervisors are notified electronically when an application is released and it can be viewed on-line.
- Completed two open records requests. One for a copy of Classification/Compensation study and another requesting applicant information on candidates selected for three specific vacancies.

Action Items for November, 2014:

- Successfully complete open enrollment for health insurance and FSA for 2015.
- Complete 10 job descriptions.
- Educate employees on voluntary benefits (Long Term Disability, Short Term Disability, Vision, etc.).
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response.
- Conduct Employee recognition/satisfaction survey.
- Meet with Walworth County and complete annual performance evaluation.
- Schedule a recognition event at Sheriff, Fair grounds and Parks departments.
- Complete HIPAA training for appropriate staff.

Respectfully Submitted,



Terri M Palm
Human Resources Director

VOLUNTARY VACATION DONATION. Under the Voluntary Vacation Donation program, a Vacation Leave Bank is available to provide additional paid days for employees who have exhausted all accumulated sick, vacation, random, compensatory time and banked holidays and who are, or who have a member of their immediate family who is, experiencing a life-threatening or catastrophic illness or injury or the employee is experiencing some other catastrophic life event. Immediate family member is defined, for this purpose, according to FMLA regulations. Donation and Recipient requests can be made through the Human Resources Department. [am. 08/14/12/, ord. 2012-11]

A. Donation Procedure:

An employee may voluntarily transfer accrued vacation time to either a general pool, to be used by any qualifying County employee, or to a designated pool, to be used by a designated employee who has made known his or her request. Any hours donated for a designated employee, but not used, shall roll-over to the general pool. On an annual basis, the maximum amount of leave an employee may contribute is five (5) vacation days. [am. 08/14/12/, ord. 2012-11]

In order to establish participation in the pool the donating employee must have accrued enough leave days in order to retain a minimum balance of five (5) days for personal use. [am. 08/14/12/, ord. 2012-11]

Any employee who wishes to transfer vacation days must sign a statement indicating the number of days to be transferred and if the donated hours should be added to the general pool or donated to a designated employee. No transfer of funds will occur, but the contributing employee's leave balance will be reduced by the number of days contributed. The donation of vacation hours will be irrevocable [am. 08/14/12/, ord. 2012-11]

Donations are not tax deductible, and donor identity will remain strictly confidential, unless otherwise authorized by the donor. [am. 08/14/12/, ord. 2012-11]

B. Recipient Eligibility Criteria:

To be eligible to receive leave from the pool, an employee must be experiencing a catastrophic illness or injury, (either the employee or an immediate family member), or other catastrophic life event, which is expected to continue following exhaustion of all accrued sick, vacation, random, compensatory time and banked holidays. Employees will not be eligible if receiving workers compensation or any other disability payments, such as Wisconsin Retirement. [am. 08/14/12/, ord. 2012-11]

The employee or a designee may apply for pool leave at least five (5) days before exhausting all accrued balances. A request form must be completed, and submitted to the County Human Resources Director, with justification (physician's statement) for the request and the estimated number of days needed from the pool. The physician's statement must include the beginning date of the condition, a description of the illness or injury, and a prognosis for recovery. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of employees or their family members. Jefferson County will comply with this law by informing healthcare providers responding to requests for medical information to not provide genetic information. Genetic information, as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. [am. 02/08/11, ord. 2010-25; am. 08/14/12/, ord. 2012-11]

The employee must have been employed at a status with benefits for a minimum of six months. An employee may apply for donated vacation leave only once per

calendar year and only from either the general pool or from designated donations.

- The maximum number of hours an employee may receive from the general pool is one-third of the balance in the pool.
- Any hours not used from either the general or a designated pool will be returned back to the **general** pool only.
- In any pay period, recipients may use donated hours only up to their normal scheduled hours of work. [am. 08/14/12/, ord. 2012-11]

Employees who use leave from the pool are not required to pay it back. Any balance of days approved but not required for the illness will remain the property of the general vacation leave pool. The estate of a deceased employee is not entitled to payment for unused pool leave and any balance will also remain the property of the vacation leave pool. [am. 08/14/12/, ord. 2012-11]

C. Administrative Issues:

Participation in the program, for donors and recipients, is entirely voluntary and will remain strictly confidential. If an employee applies to be a designated recipient, the Human Resources Director will notify all County employees via the County email system of the employee's name, the amount of hours requested and any information the employee desires to publicly share. [am. 08/14/12/, ord. 2012-11]

A life-threatening or catastrophic injury or illness is a serious debilitating illness or injury which incapacitates the employee, or a member of the employee's immediate family, and which creates a financial hardship because the employee has exhausted all eligible leave. A catastrophic life-event is an occurrence that causes detrimental life-changing consequences to the employee's emotional, physical or mental state of health. Employees who need to work a reduced schedule because of a catastrophic injury, illness or life-event will be granted donations on an individual basis, taking into consideration a number of factors such as the prognosis of the condition, the expected duration of the condition, the ability of the employee to continue to accrue sick and vacation time, the ability to maintain health insurance benefits, and any other factor that may contribute to creating an undue hardship for the employee. [am. 08/14/12/, ord. 2012-11]

All accepted requests are contingent on the approval of the leave itself by the employee's supervisor, unless leave is otherwise mandated by state and/or federal law.

On a case-by-case basis, the County Human Resources Director is responsible for verifying medical and other documentation, reviewing eligibility requirements, approving and processing donations, confirming employee acceptance of donations and transferring credits within five (5) working days after written receipt of the application. The amount, if any, of general and designated pool leave granted for each catastrophic illness or injury will be determined by the County Human Resources Director. [am. 08/14/12/, ord. 2012-11]

An employee may appeal the County Human Resources Director's determination to the Human Resources Committee. The Human Resources Committee's decision is final. Application for leave is acceptance of the terms of this policy. [am. 08/14/12/, ord. 2012-11]

The Human Resources Committee is authorized to make administrative changes as necessary to successfully administer this policy. [am 08/09/05, Ord. 2005-13]