

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 15, 2015 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:30 am.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Greg David (Secretary), Paul Babcock, and Michael Wineke. Others present: Barry Block, Barb Frank, Ann Jenswold, Brian Lamers, Joe Nehmer, Terri Palm, Blair Ward, Ben Wehmeier, Yelena Zarwell.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Hand out for the Recruitment presentation and the Health Insurance presentation.
7. Approval of August 18, 2015 minutes and September 4, 2015 minutes: **Motion by J. Mode, second by P. Babcock, to approve the August 18, 2105 minutes and September 4, 2105 minutes as printed.** Motion Carried 5:0.
8. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0461, Military Leave Procedure, regarding pay and/or benefit while on military leave. Several versions were considered, including providing fully paid 5 or 10-days of training; providing 5 or 10-days of leave without loss of pay, excluding allowances from military pay, providing the use of sick time as an option for substitution of pay when on military training leave. **Motion by G. David, second by P. Babcock, to recommend version D, providing 10-days of military leave without loss of pay where military allowances are excluded from the calculation, and amending the Sick Leave policy to allow the use of sick time during Military Leave.** Motion carried 5:0.
9. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0480, Smoking Policy, to be consistent with the Jefferson County Smoke Free Air Act. **Motion by P. Babcock, second by G. David, to recommend an amendment to Personnel Ordinance HR0480, Smoking Policy, to define “smoking” and “smoking devices” that conforms to the Jefferson County Smoke Free Air Act.** Motion carried 5:0.
10. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0690, Vacation Pay, regarding vacation eligibility determined on the basis of length of continuous service. Discussion included vacation for new hires and providing more time off in the first year of employment, which has been used more regularly as a recruitment tool; crediting years of service for employees rehired within a certain timeframe; and the milestones of when employees start accruing additional weeks of vacation. **Human Resources and Administration will discuss further with department heads and draft a final version for the Committee.**
11. Presentation on recruitment factors in today’s market. T. Palm and B. Wehmeier reviewed challenges seen nationally and locally, challenges Jefferson County has seen, recruitment and retention strategies to consider and issues to be aware of when developing said strategies/policies. **No action taken.**

12. Discussion and possible action on employee compensation and benefits for the purposes of retention and recruitment. Discussion regarding the inability to currently provide incentives of recruitment and retention and authority should be provided to the County Administrator. Ordinance amendment will be drafted and provided at a future Committee meeting. **No action taken.**
13. Discussion and possible action on Health Insurance Plan changes for 2016. T. Palm presented plan design changes that the Department of Employee Trust Fund Group Insurance Board have approved for 2016 including an increase in level 2, 3 and 4 for Pharmacy co-pays, out-of-pocket limit increases for Pharmacy coverage and the extra benefit of advanced care planning and habilitative services. In addition, discussion regarding three options the County should consider, including the option of Uniform Dental Benefits with the State Plan, the Opt-out Incentive that will be allowed in 2016, and a review of other plan-design options the State offers. **Motion by M. Wineke, second by P. Babcock, to NOT elect the Uniform Dental Benefits, NOT elect an opt-out incentive, and to remain with the current low-deductible plan (\$500 single/\$1000 family) for 2016.** Motion carried 5:0.
14. Review of Human Resources Department, July 2015, Financial Report. No significant changes from June's report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants. However, reduced wages from FT to PT hours will offset some of this. Safety budget has no concerns.
15. Report from Human Resources Director. The Human Resources August monthly report was included, as well as the 6 vacancy requests, 1 emergency help request, 3 employees starting above minimum step and/or benefits and a copy of the 2016 Human Resources budget highlights

Break: 10:22am – 10:30am.

16. Motion by M. Wineke, second by G. David, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(f), consideration of medical data of specific person as it relates to a personal leave of absence, Wisconsin State Statutes Section 19.85 (1)(f), preliminary consideration of specific personnel problems, and Wisconsin State Statutes Section 19.85 (1)(g), conferring with legal counsel concerning strategy with respect to possible litigation. Braugher: Aye; Mode: Aye; David: Aye; Babcock: Aye; Wineke; Aye. Moved into closed session at 10:31a.m.

NOTE: Also present were T Palm, B. Wehmeier, B. Ward and Y. Zarwell.

17. Motion by P. Babcock, second by J. Mode, to reconvene into open session. All present responded "Aye". Reconvened into open session at 10:55a.m.
 - a) Motion by J. Mode, second by M. Wineke, to approve the requested Leave of Absence, through October 20, 2015. Motion carried 5:0.
 - b) Motion by G. David, second by J. Mode, to approve the requested Leave of Absence, through November 17, 2015. Motion carried 5:0.
18. Next Meeting date and agenda items: Tuesday, October 20, 2015 at 8:30 am and Tuesday, November 17, 2015 at 8:30 am. Possible agenda items to include vacation leave, retention and recruitment strategies and closed session to discuss Public Comment.
19. Adjournment: **Motion by G. David to adjourn, second by P. Babcock.** Motion Carried 5:0. Meeting adjourned at 10:57am.

RESOLUTION NO. 2003-94

WHEREAS, employees of Jefferson County who are members of the National Guard or Military Reserve have been called to take part in military action, and

WHEREAS, active combat could occur and a peace-keeping force may be needed for some time, and

WHEREAS, service personnel and their dependents may require medical care and assistance in meeting the cost of such care.

NOW, THEREFORE, BE IT RESOLVED that Jefferson County will pay the premiums for family health, dental and life insurance coverage for any County employee called up for any military action, duty, or subsequent military action for 12 months following notification of active service. Employees will be responsible for continuing any applicable contribution to premiums. This policy will be in effect for one year and reviewed annually.

AYES 28

NOES 0

ABSENT 1

VACANT 1

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

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, Hoeft, Weiss)

ABSENT 2

Requested by
Human Resources Committee

10-12-04

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0310, Applicable Pay Rates for New Employees and HR0690, Vacation with Pay, to provide vacation to new hires

Executive Summary

Recruitment and retention of qualified employees is becoming more difficult due to changing market conditions and higher qualifications necessary to perform mandated services.

Additional wages and/or paid-time off are two strategies to remain competitive with other public and local employers. For certain positions, it has become necessary to increase starting wages by offering additional or accelerated step increases to attract new employees. Changes to a pay structure need to be flexible enough to respond to future market condition fluctuations. Providing the County Administrator and Human Resources Director the authority to offer hire-on, retention, performance or other bonuses is a significant step toward addressing this problem.

Furthermore, currently, new employees hired by Jefferson County receive no vacation in the calendar year in which they are hired. In the succeeding year, employees receive a prorated two-weeks of vacation, based on the hours worked the previous year. For example, a full-time employee hired on March 1, receives no paid time off for 10 months. On January 1 of the succeeding year, the employee receives 66.75 hours of vacation, or about 1 ½ weeks of paid time off.

In terms of recruitment, job seekers are considering more than just wages when selecting a new employer. It has become more and more challenging to hire employees with the County's current vacation accrual schedule. This is demonstrated by the impending need to offer additional vacation time upon hire under HR0310, Applicable Pay Rates for New Employees. The additional vacation time has been needed not only for professional and management positions, but entry level positions as well.

It is the recommendation of the Human Resources Committee to address identified recruitment and retention issues by providing the County Administrator flexibility with offering bonuses and to address the County's Vacation with Pay Ordinance and the immediate need to provide vacation time to new employees.

WHEREAS, Jefferson County recognizes that the services provided to the public would not be possible without competent and experienced employees, and

WHEREAS, the current Vacation with Pay Ordinance is impeding the County from always hiring the best, qualified candidates to serve the residents of Jefferson County.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0310, Applicable Pay Rates for New Employees and HR0690, Vacation with Pay, to provide vacation to new hires and newly eligible employees.

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

Section 1. Section HR0310, Applicable Pay Rates for New Employees, is amended as follows:

HR0310 **APPLICABLE PAY RATES FOR NEW EMPLOYEES.** Whenever it is appropriate and possible, new employees shall be hired at the minimum step of the pay range. If, because of remarkably higher levels of education, experience, or difficult market conditions (as may be evidenced by difficulty in recruiting), the candidate will require a salary beyond the minimum, the County Administrator or Human Resources Director may authorize an advanced starting salary and additional benefits such as additional or accelerated step increases; hire-on, retention, performance or other bonuses; immediate health insurance; or additional weeks of accrued time

(vacation, sick, holiday, random, compensatory time) ~~vacation~~). A report to the Human Resources Committee will be given summarizing the exceptions. Consideration must be given to the current compensation of other employees in the same classification, if applicable, to maintain internal pay equity. It is not in the County's best interests to promote a practice of hiring employees higher in the range and then adjusting current incumbents' pay thereafter. Department heads are not authorized to make compensation or benefit offers to potential candidates that exceed the entry-level step.

Section 2. Section HR0690, Vacation with Pay, is amended as follows, creating sections B (1) and B (6) and renumbering remaining sections:

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 as follows:
1. New employees and employees who change from less-than-half-time status to more-than-half-time or full-time status shall immediately receive vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month remaining in the calendar year following their first paid day of work, prorated on the employees' full-time equivalent status. As of January 1 of the following year, employees shall receive a total of 2 vacation weeks, prorated on the employees full-time equivalent status. Employees who terminate employment, voluntarily or involuntarily, with less than one complete calendar year of service or of making a status change, shall pay back all accrued or used vacation at the rate of 5/6ths of a day per month or major fraction thereof for each month remaining in the calendar year through a reduction in the payout of accrued benefits.
 - 1.2 Employees with one or more complete *calendar* years of service, but 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 in the previous calendar year. ~~12~~ Twelve months shall equal 2 vacation weeks. [am. ord. 2006-30, 03/13/07]
 - 2.3 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 in the previous calendar year. Twelve ~~12~~ months shall equal 3 vacation weeks. [am. ord. 2006-30, 03/13/07]
 - 3.4 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 in the previous calendar year. Twelve ~~12~~ months shall equal 4 vacation weeks. [am. ord. 2006-30, 03/13/07]
 - 4.5 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 in the previous calendar year. Twelve ~~12~~ months shall equal 5 vacation weeks. [cr. ord. 85-7, 6/11/85; am. ord. 2006-30, 03/13/07]
 6. Employees rehired within two years (24 months) of separation of employment shall be credited with years of service at time of separation for vacation accrual purposes as stated above.
- C. Upon recommendation of the County Administrator or Human Resources Director, 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. [am. ord. 2012-26, 2/12/2013]
- 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. Department Heads shall monitor accrual balances to ensure that each employee has a reasonable opportunity to use accrued vacation. [renumbered 12/13/11, ord. 2011-21; am. ord 2012-26, 02/12//2013]

- 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. An employee may, with department head, Human Resources Director and County Administrator approval, carry over a maximum of 40 hours vacation time which shall be used by December 31 of the succeeding year, or be forfeited. Requests to carry over vacation must be made to the Human Resources Department no later than December 15, and include the maximum number of hours to carry over and the reason(s) the employee was unable to use the accrued vacation time. The Administration and Rules Committee shall decide any request made by the County Administrator. [am. ord. 2005-43, 02/14/06; am. ord. 2007-50, 03/11/08; renumbered 12/13/11, ord. 2011-21; am. ord 2012-26. 02/12/2013]
- G. Employees who have 8 hours or less in their vacation bank on December 31 shall be able to carry over this time, with department head approval, to be used by January 20 or be forfeited. [02/11/2014, ord 2013-25]
- H. Hours in excess of 40 may be considered for carry over only for employees whose vacation was cancelled by the County during the month of December. If this occurs, a written request shall be made by the employee, approved by the department head, and submitted to Human Resources no later than January 5 of the succeeding year. The County Administrator shall consider all requests and if approved, will determine when the vacation shall be used by, or forfeited. [renumbered 02-11-2014, ord 2013-25]
- I. A report summarizing approved requests shall be made to the Human Resources Committee. [renumbered 02-11-2014, ord 2013-25]
- J. 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; renumbered 02-11-2014, ord 2013-25]

Section 3. This ordinance shall be effective for employees hired on or after January 1, 2016, grandfathering employees hired in 2015.

Fiscal Note: For most positions, vacation hours are budgeted as regular wages and will not increase a department's payroll expense. For some departments, additional payroll expense may result from overtime incurred due to increased vacation by department staff. The fiscal impact from advanced starting salaries and additional benefits will be determined on a case by case basis and will not be authorized unless adequate funding has been budgeted.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

11-10-15

Terri M. Palm: 9-11-15; 10-11-15; J. Blair Ward: 9-16-15; 10-14-15

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

Human Resources
41

Date Ran 9/21/2015
Period 8
Year 2015

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!
411100	GENERAL PROPERTY TAXES	(30,904.92)	(30,904.92)	(247,239.36)	(247,239.33)	(0.03)	(370,859.00)	(123,619.64)	66.67%
451002	PRIVATE PARTY PHOTOCOPY	(2.00)	(3.33)	(4.87)	(26.67)	21.80	(40.00)	(35.13)	12.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(20.00)	5.00	(30.00)	(15.00)	50.00%
Totals		(30,906.92)	(30,910.75)	(247,259.23)	(247,286.00)	26.77	(370,929.00)	(123,669.77)	66.66%

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	13,613.69	17,390.83	120,678.39	139,126.67	(18,448.28)	208,690.00	88,011.61	57.83%
511210	WAGES-REGULAR	-	-	7,600.00	-	7,600.00	-	(7,600.00)	#DIV/0!
511310	WAGES-SICK LEAVE	-	-	1,545.63	-	1,545.63	-	(1,545.63)	#DIV/0!
511320	WAGES-VACATION PAY	1,005.85	-	1,528.08	-	1,528.08	-	(1,528.08)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	272.67	(272.67)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	3,637.08	-	3,637.08	-	(3,637.08)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	491.86	-	2,904.34	-	2,904.34	-	(2,904.34)	#DIV/0!
512141	SOCIAL SECURITY	1,104.05	1,325.08	10,127.46	10,600.67	(473.21)	15,901.00	5,773.54	63.69%
512142	RETIREMENT (EMPLOYER)	1,027.61	1,184.92	8,859.95	9,479.33	(619.38)	14,219.00	5,359.05	62.31%
512144	HEALTH INSURANCE	4,662.55	4,385.33	35,781.63	35,082.67	698.96	52,624.00	16,842.37	67.99%
512145	LIFE INSURANCE	10.12	9.17	77.00	73.33	3.67	110.00	33.00	70.00%
512150	FSA CONTRIBUTION	-	62.50	750.00	500.00	250.00	750.00	-	100.00%
512173	DENTAL INSURANCE	304.14	270.00	2,246.06	2,160.00	86.06	3,240.00	993.94	69.32%
51218	ARBITRATOR	-	66.67	-	533.33	(533.33)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,285.00	1,520.00	8,630.50	12,160.00	(3,529.50)	18,240.00	9,609.50	47.32%
521220	CONSULTANT	-	416.67	-	3,333.33	(3,333.33)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,737.33	583.33	15,942.93	4,666.67	11,276.26	7,000.00	(8,942.93)	227.76%
521226	ERGONOMICS	-	20.83	-	166.67	(166.67)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	1,050.00	312.50	4,050.00	2,500.00	1,550.00	3,750.00	(300.00)	108.00%
521229	RECRUITMENT RELATED	39.80	104.17	377.99	833.33	(455.34)	1,250.00	872.01	30.24%
521296	COMPUTER SUPPORT	-	337.33	4,009.73	2,698.67	1,311.06	4,048.00	38.27	99.05%
531298	UNITED PARCEL SERVICE UPS	16.45	-	16.45	-	16.45	-	(16.45)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTWA	-	291.67	914.72	2,333.33	(1,418.61)	3,500.00	2,585.28	26.13%
531311	POSTAGE & BOX RENT	11.51	29.17	167.19	233.33	(66.14)	350.00	182.81	47.77%
531312	OFFICE SUPPLIES	-	110.83	722.98	886.67	(163.69)	1,330.00	607.02	54.36%
531313	PRINTING & DUPLICATING	86.11	83.33	625.29	666.67	(41.38)	1,000.00	374.71	62.53%
531314	SMALL ITEMS OF EQUIPMENT	-	-	298.98	-	298.98	-	(298.98)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	1,066.67	(837.67)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	42.50	439.59	340.00	99.59	510.00	70.41	86.19%

531326	ADVERTISING	319.92	10.42	319.92	83.33	236.59	125.00	(194.92)	255.94%
531357	EMPLOYEE RECOGNITION	-	500.00	782.59	4,000.00	(3,217.41)	6,000.00	5,217.41	13.04%
532325	REGISTRATION	160.00	165.00	744.00	1,320.00	(576.00)	1,980.00	1,236.00	37.58%
532332	MILEAGE	60.01	48.25	503.02	386.00	117.02	579.00	75.98	86.88%
532334	COMMERCIAL TRAVEL	-	41.67	-	333.33	(333.33)	500.00	500.00	0.00%
532335	MEALS	-	30.83	59.95	246.67	(186.72)	370.00	310.05	16.20%
532336	LODGING	-	175.83	535.00	1,406.67	(871.67)	2,110.00	1,575.00	25.36%
532339	OTHER TRAVEL & TOLLS	-	-	38.00	-	38.00	-	(38.00)	#DIV/0!
532350	TRAINING MATERIALS	-	1,166.67	1,471.12	9,333.33	(7,862.21)	14,000.00	12,528.88	10.51%
533225	TELEPHONE & FAX	3.80	14.17	30.36	113.33	(82.97)	170.00	139.64	17.86%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	365.36	364.67	0.69	547.00	181.64	66.79%
571005	DUPLICATING ALLOCATION	98.00	98.00	784.00	784.00	-	1,176.00	392.00	66.67%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	5,147.36	5,148.00	(0.64)	7,722.00	2,574.64	66.66%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.75	193.58	1,548.98	1,548.67	0.31	2,323.00	774.02	66.68%
591519	OTHER INSURANCE	95.70	96.33	759.34	770.67	(11.33)	1,156.00	396.66	65.69%

Totals		28,066.34	31,944.08	245,249.97	255,552.67	(10,302.70)	383,329.00	138,079.03	63.98%
--------	--	-----------	-----------	------------	------------	-------------	------------	------------	--------

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		(2,840.58)	1,033.33	(2,009.26)	8,266.67	(10,275.93)	12,400.00	14,409.26	-16.20%
---------------------	--	------------	----------	------------	----------	-------------	-----------	-----------	---------

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!
411100	GENERAL PROPERTY TAXES	(3,771.08)	(3,771.08)	(30,168.64)	(30,168.67)	0.03	(45,253.00)	(15,084.36)	66.67%
474106	INTERGOVT SHARED SERVICES	(3,612.43)	(3,433.92)	(27,383.77)	(27,471.33)	87.56	(41,207.00)	(13,823.23)	66.45%
Totals		(7,383.51)	(7,205.00)	(57,552.41)	(57,640.00)	87.59	(86,460.00)	(28,907.59)	66.57%

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	4,085.01	4,489.83	32,370.69	35,918.67	(3,547.98)	53,878.00	21,507.31	60.08%
511310	WAGES-SICK LEAVE	177.32	-	1,245.30	-	1,245.30	-	(1,245.30)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	459.72	-	459.72	-	(459.72)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	1,028.90	-	1,028.90	-	(1,028.90)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	151.05	-	607.52	-	607.52	-	(607.52)	#DIV/0!
512141	SOCIAL SECURITY	328.79	343.50	2,624.08	2,748.00	(123.92)	4,122.00	1,497.92	63.66%
512142	RETIREMENT (EMPLOYER)	300.11	305.33	2,428.46	2,442.67	(14.21)	3,664.00	1,235.54	66.28%
512144	HEALTH INSURANCE	1,392.09	1,325.17	10,829.68	10,601.33	228.35	15,902.00	5,072.32	68.10%
512145	LIFE INSURANCE	2.33	3.00	18.64	24.00	(5.36)	36.00	17.36	51.78%
512150	FSA CONTRIBUTION	-	20.83	250.00	166.67	83.33	250.00	-	100.00%
512173	DENTAL INSURANCE	98.99	90.00	750.32	720.00	30.32	1,080.00	329.68	69.47%
531311	POSTAGE & BOX RENT	-	1.67	-	13.33	(13.33)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	-	-	5.58	-	5.58	-	(5.58)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	33.33	(33.33)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	2,683.33	2,082.31	21,466.67	(19,384.36)	32,200.00	30,117.69	6.47%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	800.00	(800.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	124.00	50.83	929.00	406.67	522.33	610.00	(319.00)	152.30%
532332	MILEAGE	-	6.25	51.76	50.00	1.76	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	50.00	12.54	75.00	12.46	83.39%
532336	LODGING	114.00	11.67	170.14	93.33	76.81	140.00	(30.14)	121.53%
532350	TRAINING MATERIALS	-	140.00	824.80	1,120.00	(295.20)	1,680.00	855.20	49.10%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	122.00	122.00	-	183.00	61.00	66.67%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	605.36	605.33	0.03	908.00	302.64	66.67%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.33	32.25	258.16	258.00	0.16	387.00	128.84	66.71%
591519	OTHER INSURANCE	24.66	-	123.50	-	123.50	-	(123.50)	#DIV/0!
Totals		6,921.60	9,705.00	58,058.46	77,640.00	(19,581.54)	116,460.00	58,401.54	49.85%

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		(461.91)	2,500.00	506.05	20,000.00	(19,493.95)	30,000.00	29,493.95	1.69%



**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
September, 2015**

Issues/Items for September, 2015:

- Personnel issues:
 - 5 performance-related concerns/investigatory issues, resulting in:
 - 2 counselings with recommended training
 - 1 written warning
 - 1 continuing investigation/pending action
 - 1 ongoing grievance
 - 2 management referral to the County's Employee Assistance Program
 - 2 employee health-related concerns
 - 2 employee accommodations
 - 2 extension of leave of absence
- Trainings
 - None to report
- Recruitment and Retention
 - Conducted interviews for the Human Resources Specialist/Coordinator and Benefits Administrator positions
 - Recruited for 5 positions and received/reviewed **130** applications
 - Processed 7 new hires
 - Processed 6 employee separations.
 - Completed and/or reviewed 19 reference checks and 3 education checks and 2 caregiver background check on 8 candidates, of which 7 applicants were extended an offer and 6 applicants accepted
- Employment Law
 - Monitored 95 active approved FMLA requests, both new and continuing
 - Received 4 First Report of Injuries, 2 were reportable
 - Completed 1 HIPAA privacy breach investigation
 - Accommodated 2 disability requests
- Miscellaneous
 - Revised 28 departmental budgets with final wages and Health insurance rates
 - Responded to 2 Open Records requests
 - Completed/updated 5 job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Completed bi-annual EEO-4 report

Action Items for October, 2015:

- Coordinate annual benefits fair
- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- 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
- Schedule one recognition event
- Complete HIPAA training for appropriate staff
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy

Respectfully Submitted,

A handwritten signature in black ink that reads "Terri M Palm". The signature is written in a cursive style with a large, looped initial "T".

Terri M Palm
Human Resources Director

**Report to Human Resources Committee
October 20, 2015**

Monthly Accomplishments/Goals:

- September report included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed and the following vacant position requests since the September, 2015 Human Resources Committee meeting:

Clerk of Courts

- Deputy Court Clerk I/II– FT
- Deputy Register in Probate/Juvenile Clerk - PT

Fairgrounds

- Marketing/Administrative Assistant - FT

Highway

- Grade Crew Foreman – FT
- Sign Foreman - FT

Human Resources

- Benefits Administrator – FT
- Human Resources Coordinator/Specialist - FT

Human Services

- Behavioral Health Specialist - FT
- Community Outreach Worker ISP - FT
- Community Support Professional I/II - FT
- Economic Support Specialist I/II - FT
- Group Home Worker – Pool, PT and FT

The following position has been requested and is still under review:

UW Extension

- Administrative Specialist - FT

Emergency Help Requests. The following were emergency help requests were received since the September Human Resources Committee meeting:

- **Human Resources** – A request for assistance for current Benefits Administrator to increase hours as HR Specialist has resigned. Also, to approve the HR Specialist to remain on as LTE through end of year to assist if needed with training.

Hiring Above Minimum Step and/or Additional Benefits.

- Sergeants Tim Behselich, Margareta Gray, Heather Novotny, Robert Scheinkoenig and Jeff Galbraith received extra step(s) to reach Step 8 of the appropriate grade.
- Highway Workers Mark Gorkowski and Dustin Ranguette received extra step(s) to reach Step 6 of the appropriate grade.
- Casey Radtke was hired as the Human Resources Coordinator with 40 hours of vacation in 2016.
- Karen Mundt was hired as the Human Resources Benefits Administrator at step 5 of the appropriate grade and 80 hours of vacation in 2016.

Respectively submitted,



Terri M Palm
Human Resources Director