

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

**Tuesday, December 15, 2015 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Jim Mode, Vice-Chair; Greg David, Secretary; 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 - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Communications
  - a. Introduction of Casey Radtke, Human Resources Coordinator and Karen Mundt, Benefits Administrator
7. Approval of October 20, 2015 minutes
8. Discussion to recommend amendment to Personnel Ordinance HR0640, Health Insurance, defining when voluntary cancellation of coverage can occur
9. Discussion and possible recommendation to amend authorizing leave of absences under Personnel Ordinance HR0450, Leave of Absence without Pay
10. Review Human Resources Department monthly Financial Reports from September, 2015, and October, 2015
11. Report from Human Resources Director
  - a. Human Resources October and November monthly Reports
  - b. Vacant Position requests
  - c. Emergency Help requests
  - d. Hiring above minimum/providing additional steps
12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Section 19.85 (1)(f), consideration of medical data of specific person(s) as it relates to requests of personal leave of absences
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: Tuesday, January 19, 2016 @ 8:30am.**

***A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.***

***Individuals requiring special accommodations for attendance at this 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**  
**October 20, 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, Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, Blair Ward, Ben Wehmeier.
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 with revised recommendation of HR0310 Applicable Pay Rates for New Employees, and HR0690, Vacation Pay ordinance changes.
7. Approval of September 15, 2015 minutes. **Motion by M. Wineke, second by G. David, to approve the September 15, 2105 minutes as printed.** Motion Carried 5:0.
8. Review or Resolution 2004-50 and possible recommendation for amendment to insurance coverage for active military employees and their families. Committee reviewed the resolution and requested to continue to review annually. **No action taken.**
9. Review of Resolution 2004-51 and possible recommendation for amendment to vacation accrual for employees on active military duty. Committee reviewed the resolution and requested to continue to review annually. **No action taken.**
10. Discussion and possible action to on employee compensation and benefits for the purposes of retention and recruitment.
  - a) Discussion and possible action to recommend an amendment to Personnel Ordinance HR0310, Applicable Pay Rates for New Employees, issuing authority to implement bonuses as appropriate. Note: agenda indicated ordinance HR0391 but cited the correct description of applicable pay rates.
  - b) Discussion and possible action to amend Personnel Ordinance HR0690, Vacation Pay, regarding vacation eligibility for new employees and employees newly eligible for vacation.

**Motion by J. Mode, second by P. Babcock, to recommend to County Board amendments to Personnel Ordinances HR0310, Applicable Pay Rates for New Employees, providing the County Administrator/HR Director authority to implement bonuses for recruitment and retention as appropriate and HR0690, Vacation Pay, to advance new employees 80 hours of vacation contingent on employees not terminating employment within the first 12 calendar months.** Motion carried 5:0.

11. Review of Human Resources Department, August 2015, Financial Report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants. Although,

reduced wages from FT to PT hours was planned to offset some of this, this savings will now be used for emergency help due to another resignation in the Human Resources Department. Safety budget has no concerns.

12. Report from Human Resources Director. The Human Resources September monthly report was included, as well as the 15 vacancy requests, 1 emergency help request, 2 employees starting above minimum step and/or benefits and 7 employees receiving accelerated steps.
13. **Motion by G. David, second by P. Babcock, 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.** Braughler: Aye; Mode: Aye; David: Aye; Babcock: Aye; Wineke; Aye. Moved into closed session at 9:10a.m.

NOTE: Also present were T Palm, B. Wehmeier, B. Ward and K. Cauley. K. Cauley remained until 9:15 a.m.

14. **Motion by P. Babcock, second by G. David, to reconvene into open session.** All present responded "Aye". Reconvened into open session at 9:25a.m.
  - a) **Motion by J. Mode, second G. David, to approve both requested Leave of Absences, through November 17, 2015.** Motion carried 5:0.
  - b) **Motion by G. David, second by J. Mode, to authorize the Human Resources Chair to provide a written response to a concerned citizen.** Motion carried 5:0.
15. **Next Meeting date and agenda items:** Tuesday, November 17, 2015 at 8:30 am and Tuesday, December 15 at 8:30 am.
16. **Adjournment: Motion by J. Mode to adjourn, second by P. Babcock.** Motion Carried 5:0. Meeting adjourned at 9:28a.m.

ORDINANCE NO. 2015-\_\_\_\_

**Amend Personnel Ordinance HR0640, Health Insurance, to comply with State Health plan requirements regarding voluntary health insurance cancellations**

Executive Summary

Prior to changes in Section 125 of the Internal Revenue Code (IRC), the County allowed employees to voluntarily cancel health insurance coverage at any time. However, recent regulation changes to the IRC prohibit employees to voluntarily cancel coverage except in certain circumstances. The Department of Employee Trust Fund (ETF), which manages the Wisconsin Public Employers Group Health Insurance Plan (the State Plan), has also amended their administrative procedures to comply with the Section 125 IRC changes. On December 15, 2015, the Human Resources Committee reviewed the aforementioned regulations and is recommending to amend the County Personnel Ordinance to comply with ETF procedures and Section 125 of the Internal Revenue Code.

WHEREAS, Jefferson County participates in the Wisconsin Public Employers Group Health Insurance Plan, which is regulated by the Department of Employee Trust Fund (ETF), and

WHEREAS, ETF has made recent procedural changes relating to voluntary cancellations of an individual employee health insurance contract which are in compliance with Section 125 of the Internal Revenue Code.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0640, Health Insurance, to comply with ETF and the IRC regarding voluntary health insurance cancellations.

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

Section 1. Section HR0640, Health Insurance, is amended as follows:

**HR0640 HEALTH INSURANCE**

- H. If an employee's premium contribution is deducted on a pre-tax basis, under Section 125 of the Internal Revenue Code, the employee can voluntarily cancel coverage only in the following circumstances:
    1. Employee moves from the service area
    2. Employee is on an unpaid leave of absence
    3. Spouse-to-spouse or Dependent Partner-to-dependent partner Transfer (insurance contract is being switched from one spouse/DP to the other, where both employees are employed by the County)
    4. Employee premium contribution has increased significantly (the County's share of the premium contribution decreases by at least 5% and the employee share increases)
    5. Employee AND all dependents become eligible for and enroll in other group coverage (documentation is required)
    6. Annual It's Your Choice Enrollment Period
- If an employee's premium contribution is deducted on a post-tax basis, the employee may cancel coverage at any time throughout the calendar year. An employee can voluntarily cancel coverage at any time by submitting an application to the County. The cancellation will be effective the last day of the month in which the employer receives the application or a later date as specified on the cancellation notice. Voluntary cancellation of coverage does not provide the employee and dependents an opportunity for continuation or conversion of the group coverage, and under no circumstances is a partial month's premium refunded

Section 2. This ordinance shall be effective after passage and publication as provided by law.

*Fiscal Note: There is no fiscal impact.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

02-09-16

Terri M. Palm: 12-11-15

APPROVED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_

**HEALTH INSURANCE.** [am. 12/09/08, ord. 2008-30; am. 12/13/11, ord. 2011-21; am. 11-12-13, ord 2013-18]

- A. Employees who actively participate in the Wisconsin Retirement System are eligible for the County's group health insurance plan. [am. ord. 2008-09, 5/13/08; am. ord. 2008-30, 12/09/2008; 12/13/11, ord. 2011-21]
- B. For eligible employees, the County will begin making contributions for family and single health insurance for coverage effective the first of the month following completion of a 30-day waiting period.
- C. For employees who are half-time or more status, and participate in Wisconsin Retirement, the County Board will at least annually establish the employer and employee-share of the health insurance premiums, within the parameters established by law. For employees who are a less-than-half-time status and participate in Wisconsin Retirement, the County agrees to pay twenty-five percent (25%) of the selected Wisconsin Public Employers Group Health Insurance Plan (the State Plan) that is the lowest cost qualified plan available in Jefferson County for either single or family coverage. If a regular part-time employee refuses to work when called in to work, except for a reason covered by law, and has not worked 1040 hours per year (1200 hours for employees hired after July 1, 2011), the Employer will pay only 25% of the lowest cost qualified plan for a period of time not to exceed three (3) months. Employee contributions will be deducted from paychecks in the month prior to the month of coverage. [am. ord. 2008-09, 5/13/08; am. ord. 2008-30, 12/09/2008; 12/13/11, ord. 2011-21]
- D. Employees who decline coverage may elect coverage during the open-enrollment period, with coverage effective January 1 of the succeeding year. The only exception is the occurrence of qualifying events creating special enrollment opportunities. [renumbered & am. 12/13/11, ord. 2011-21; renumbered & am. 11-12-2013, ord 2013-18]
- E. When both spouses are employed by the County and both are eligible for coverage, both employees may either elect single coverage OR one employee may elect family coverage. [renumbered 12/13/11, ord. 2011-21; renumbered & am. 11-12-2013, ord 2013-18]
- F. When an employee terminates employment, health insurance coverage will be canceled effective the last day of the month in which the employee terminates. [cr. 12/13/11, ord. 2011-21; renumbered & am. 11-12-2013, ord 2013-18]
- G. If an employee elects to make a change in family/single coverage in the middle of the month, employee contributions will be required as follows:
1. If a change in family/single coverage occurs on day 1 – 15 of the month due to marriage or birth/adoption of a child, employee contribution for the month will be charged at 100% according to the applicable change. [am. ord. 2008-30, 12/09/2008]
  2. If change in family/single coverage occurs on day 16 or later in the month due to marriage or birth/adoption of a child, no change in employee contribution will be charged until the following month. [am. ord. 2007-15, 07/10/07; am. ord. 2008-30, 12-09-2008]
  3. If a change is due to divorce and the divorced spouse was the sole dependent, the employee's single coverage is effective on the first of the month following divorce decree or notification. [am. ord. 2008-30, 12/09/2008; renumbered 12/13/11, ord. 2011-21]
- H. If an employee's premium contribution is deducted on a pre-tax basis, under Section 125 of the Internal Revenue Code, the employee can voluntarily cancel coverage only in the following circumstances:
1. Employee moves from the service area
  2. Employee is on an unpaid leave of absence
  3. Spouse-to-spouse or Dependent Partner-to-dependent partner Transfer (insurance contract is being switched from one spouse/DP to the other, where both employees are employed by the County)
  4. Employee premium contribution has increased significantly (the County's share of the premium contribution decreases by at least 5% and the employee share increases)
  5. Employee AND all dependents become eligible for and enroll in other group coverage (documentation is required)

6. Annual It's Your Choice Enrollment Period

If an employee's premium contribution is deducted on a post-tax basis, the employee may cancel coverage at any time throughout the calendar year. ~~An employee can voluntarily cancel coverage at any time by submitting an application to the County.~~ The cancellation will be effective the last day of the month in which the employer receives the application or a later date as specified on the cancellation notice. Voluntary cancellation of coverage does not provide the employee and dependents an opportunity for continuation or conversion of the group coverage, and under no circumstances is a partial month's premium refunded. [am. ord. 2008-30, 12/09/2008; renumbered 12/13/11, ord. 2011-21; renumbered & am. 11-12-2013, ord 2013-18]

- I. Elected officials shall be provided the option of taking health insurance effective at the beginning of the term on the same terms as available to non-represented employees, as such terms and required co-pays may change from time to time. [renumbered 12/13/11, ord. 2011-21; renumbered & am. 11-12-2013, ord 2013-18]
- J. In order to maintain active health coverage, an employee on a non-FMLA related leave of absence shall use accrued time according to current employment status. If the employee is receiving workers' compensation payments, the employee will only be required to substitute 20 hours of accrued time per week to maintain health coverage as an active participant. [am. ord. 2007-15, 07/10/07; 12/13/11, ord. 2011-21; renumbered & am. 11-12-2013, ord 2013-18]
- K. If upon termination of coverage the employee is eligible for COBRA coverage, the employee will be required to pay 102% of the full health insurance premium. [cr. 11-12-2013, ord 2013-18]

**LEAVE OF ABSENCE WITHOUT PAY.**

- A. Unless otherwise required by law, and as described below, unpaid leave shall only be granted after all applicable accrued time has been used, including applicable holidays, vacation, sick, random and compensatory time. [cr. 3/13/12, ord. 2011-31]
- B. Department heads may grant voluntary unpaid time in increments of 4 or 8-hours (or 5 or 10-hours if working four 10-hour days) which shall be limited to five (5) days or 40 hours in a calendar year, which shall not be considered leave under HR0450(C). Additional unpaid leave may be granted in smaller increments only after all applicable accrued time has been used, unless otherwise provided under State or Federal Regulations. Approval of any voluntary unpaid leave of absence shall be at the sole discretion of the department head subject to the provisions of this policy. Department heads shall ensure that an approved voluntary unpaid leave of absence will not result in overtime work for the employee upon return from leave or overtime work for remaining staff during leave. When considering departmental staffing requirements, department heads shall give preference to employee vacation requests before considering employee requests for voluntary unpaid leave of absence. If a holiday occurs during a voluntary leave without pay, the employee will receive holiday pay if eligible. Once the employee has requested the time off and it has been approved by the Department Head, the leave cannot be rescinded by the employee unless required by law. The department head may rescind the approved time off if necessitated by business need. Once the leave has been taken, there can be no rescission or retroactive substitution of accrued time. Department heads shall file the appropriate form with the Human Resources Department indicating the beginning date and ending date of such leave. [am. 07/10/07, ord. 2007-15; am. 06/09/09, ord. 2009-08; am. 02/08/11, ord. 2010-25; am. 3/13/12, ord. 2011-31]
- C. Department heads may grant leave of absence to an employee for a period not to exceed 4 calendar months, inclusive of State and Federal FMLA. [cr. 3/13/12, ord. 2011-31]
- D. The Human Resources ~~Committee~~ Director may grant a leave of absence of up to 1 year to an employee, inclusive of any approved time authorized by the department head and State and Federal FMLA. Such 1-year leave may be extended by the Human Resources Committee in its sole discretion. [cr. 3/13/12, ord. 2011-31]
- E. Only the first 30 calendar days, or 173.33 intermittent hours, of unpaid leave taken during the calendar year shall be allowed without affecting the employee's anniversary date when used in computing the length of time between salary step increases and in computing other fringe benefits. These 30 calendar days or 173.33 intermittent hours run concurrently with State and Federal FMLA. [cr. 3/13/12, ord. 2011-31]
- F. The employee's position may or may not be protected during a leave, unless otherwise required by law. [re-lettered 3/13/12, ord. 2011-31]
- G. Salaries for exempt employees electing unpaid leave, or placed on a furlough, shall be reduced in accordance with the provision of 29CFR541.710, Employees of Public Agencies. [cr. 06/09/09, ord. 2009-08; re-lettered 3/13/12, ord. 2011-31]
- H. In the event an employee is on leave of absence covered by State or Federal Family Medical Leave Act and was eligible for group health and/or dental insurance, or flexible spending accounts at the commencement of such leave of absence, the employee shall be entitled to continue coverage and will continue to be responsible for making the specified premium contribution, if any. [section renamed 06/09/09, ord. 2009-08; re-lettered 3/13/12, ord. 2011-31]
- I. In the event an employee is on leave of absence not covered by State or Federal Family Medical Leave Act and was eligible for group health, insurance at the commencement of such leave of absence the employee shall be entitled to COBRA coverage according to Federal COBRA regulations. The employee is eligible to continue group dental insurance and flexible spending coverage under federal COBRA regulations. [am. 02/10/09, ord. 2008-35; section renamed 06/09/09, ord. 2009-08; re-lettered and am. 3/13/12, ord. 2011-31]

- J. An employee on any leave of absence shall be entitled to continue all other group benefits at the employee's expense during the leave of absence, as permitted per the relevant insurance policy. [section renamed 06/09/09, ord. 2009-08; re-lettered 3/13/12, ord. 2011-31]
- K. An employee on leave of absence shall give the employee's department head a minimum of 1-week notice of the expected return date so necessary adjustments to the work force can be made. [section renamed 06/09/09, ord. 2009-08; re-lettered & am. 3/13/12, ord. 2011-31]
- L. Any employee who gives false information to obtain a leave shall be subject to disciplinary proceedings. [section renamed 06/09/09, ord. 2009-08; re-lettered 3/13/12, ord. 2011-31]

Human Resources  
41

Date Ran 10/21/2015  
Period 9  
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)	(278,144.28)	(278,144.25)	(0.03)	(370,859.00)	(92,714.72)	75.00%
451002	PRIVATE PARTY PHOTOCOPY	(10.00)	(3.33)	(14.87)	(30.00)	15.13	(40.00)	(25.13)	37.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(22.50)	7.50	(30.00)	(15.00)	50.00%
<b>Totals</b>		<b>(30,914.92)</b>	<b>(30,910.75)</b>	<b>(278,174.15)</b>	<b>(278,196.75)</b>	<b>22.60</b>	<b>(370,929.00)</b>	<b>(92,754.85)</b>	<b>74.99%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	14,633.74	17,390.83	135,312.13	156,517.50	(21,205.37)	208,690.00	73,377.87	64.84%
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	233.45	-	1,761.53	-	1,761.53	-	(1,761.53)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	306.75	(306.75)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	792.00	-	4,429.08	-	4,429.08	-	(4,429.08)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	363.88	-	3,268.22	-	3,268.22	-	(3,268.22)	#DIV/0!
512141	SOCIAL SECURITY	1,172.33	1,325.08	11,299.79	11,925.75	(625.96)	15,901.00	4,601.21	71.06%
512142	RETIREMENT (EMPLOYER)	1,089.64	1,184.92	9,949.59	10,664.25	(714.66)	14,219.00	4,269.41	69.97%
512144	HEALTH INSURANCE	4,764.49	4,385.33	40,546.12	39,468.00	1,078.12	52,624.00	12,077.88	77.05%
512145	LIFE INSURANCE	10.12	9.17	87.12	82.50	4.62	110.00	22.88	79.20%
512150	FSA CONTRIBUTION	-	62.50	750.00	562.50	187.50	750.00	-	100.00%
512173	DENTAL INSURANCE	316.67	270.00	2,562.73	2,430.00	132.73	3,240.00	677.27	79.10%
521218	ARBITRATOR	-	66.67	-	600.00	(600.00)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	9,675.50	13,680.00	(4,004.50)	18,240.00	8,564.50	53.05%
521220	CONSULTANT	-	416.67	-	3,750.00	(3,750.00)	5,000.00	5,000.00	0.00%
521225	SECTION 125	-	583.33	15,942.93	5,250.00	10,692.93	7,000.00	(8,942.93)	227.76%
521226	ERGONOMICS	-	20.83	-	187.50	(187.50)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	250.00	312.50	4,300.00	2,812.50	1,487.50	3,750.00	(550.00)	114.67%
521229	RECRUITMENT RELATED	59.00	104.17	436.99	937.50	(500.51)	1,250.00	813.01	34.96%
521296	COMPUTER SUPPORT	-	337.33	4,009.73	3,036.00	973.73	4,048.00	38.27	99.05%
531298	UNITED PARCEL SERVICE UPS	-	-	16.45	-	16.45	-	(16.45)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW	-	291.67	914.72	2,625.00	(1,710.28)	3,500.00	2,585.28	26.13%
531311	POSTAGE & BOX RENT	10.94	29.17	178.13	262.50	(84.37)	350.00	171.87	50.89%
531312	OFFICE SUPPLIES	9.78	110.83	732.76	997.50	(264.74)	1,330.00	597.24	55.09%
531313	PRINTING & DUPLICATING	45.67	83.33	670.96	750.00	(79.04)	1,000.00	329.04	67.10%
531314	SMALL ITEMS OF EQUIPMENT	-	-	298.98	-	298.98	-	(298.98)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	1,200.00	(971.00)	1,600.00	1,371.00	14.31%

531324	MEMBERSHIP DUES	100.00	42.50	539.59	382.50	157.09	510.00	(29.59)	105.80%
531326	ADVERTISING	85.23	10.42	405.15	93.75	311.40	125.00	(280.15)	324.12%
531357	EMPLOYEE RECOGNITION	51.95	500.00	834.54	4,500.00	(3,665.46)	6,000.00	5,165.46	13.91%
532325	REGISTRATION	150.00	165.00	894.00	1,485.00	(591.00)	1,980.00	1,086.00	45.15%
532332	MILEAGE	31.66	48.25	534.68	434.25	100.43	579.00	44.32	92.35%
532334	COMMERCIAL TRAVEL	-	41.67	-	375.00	(375.00)	500.00	500.00	0.00%
532335	MEALS	48.35	30.83	108.30	277.50	(169.20)	370.00	261.70	29.27%
532336	LODGING	-	175.83	535.00	1,582.50	(1,047.50)	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	10,500.00	(9,028.88)	14,000.00	12,528.88	10.51%
533225	TELEPHONE & FAX	3.79	14.17	34.15	127.50	(93.35)	170.00	135.85	20.09%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	411.03	410.25	0.78	547.00	135.97	75.14%
571005	DUPLICATING ALLOCATION	98.00	98.00	882.00	882.00	-	1,176.00	294.00	75.00%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	5,790.78	5,791.50	(0.72)	7,722.00	1,931.22	74.99%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.58	193.58	1,742.56	1,742.25	0.31	2,323.00	580.44	75.01%
591519	OTHER INSURANCE	95.70	96.33	855.04	867.00	(11.96)	1,156.00	300.96	73.97%

Totals		26,344.06	31,944.08	271,594.03	287,496.75	(15,902.72)	383,329.00	111,734.97	70.85%
--------	--	-----------	-----------	------------	------------	-------------	------------	------------	--------

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		(4,570.86)	1,033.33	(6,580.12)	9,300.00	(15,880.12)	12,400.00	18,980.12	-53.07%

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)	(33,939.72)	(33,939.75)	0.03	(45,253.00)	(11,313.28)	75.00%
474106	INTERGOVT SHARED SERVICES	-	(3,433.92)	(27,383.77)	(30,905.25)	3,521.48	(41,207.00)	(13,823.23)	66.45%
<b>Totals</b>		<b>(3,771.08)</b>	<b>(7,205.00)</b>	<b>(61,323.49)</b>	<b>(64,845.00)</b>	<b>3,521.51</b>	<b>(86,460.00)</b>	<b>(25,136.51)</b>	<b>70.93%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	4,406.84	4,489.83	36,777.53	40,408.50	(3,630.97)	53,878.00	17,100.47	68.26%
511310	WAGES-SICK LEAVE	-	-	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	164.19	-	1,193.09	-	1,193.09	-	(1,193.09)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	72.24	-	679.76	-	679.76	-	(679.76)	#DIV/0!
512141	SOCIAL SECURITY	350.13	343.50	2,974.21	3,091.50	(117.29)	4,122.00	1,147.79	72.15%
512142	RETIREMENT (EMPLOYER)	315.72	305.33	2,744.18	2,748.00	(3.82)	3,664.00	919.82	74.90%
512144	HEALTH INSURANCE	1,464.59	1,325.17	12,294.27	11,926.50	367.77	15,902.00	3,607.73	77.31%
512145	LIFE INSURANCE	2.33	3.00	20.97	27.00	(6.03)	36.00	15.03	58.25%
512150	FSA CONTRIBUTION	-	20.83	250.00	187.50	62.50	250.00	-	100.00%
512173	DENTAL INSURANCE	108.84	90.00	859.16	810.00	49.16	1,080.00	220.84	79.55%
531311	POSTAGE & BOX RENT	-	1.67	-	15.00	(15.00)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	2.10	-	7.68	-	7.68	-	(7.68)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	37.50	(37.50)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	-	2,683.33	2,082.31	24,150.00	(22,067.69)	32,200.00	30,117.69	6.47%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	900.00	(900.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	929.00	457.50	471.50	610.00	(319.00)	152.30%
532332	MILEAGE	-	6.25	51.76	56.25	(4.49)	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	56.25	6.29	75.00	12.46	83.39%
532336	LODGING	-	11.67	170.14	105.00	65.14	140.00	(30.14)	121.53%
532350	TRAINING MATERIALS	-	140.00	824.80	1,260.00	(435.20)	1,680.00	855.20	49.10%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	137.25	137.25	-	183.00	45.75	75.00%
571009	MIS PC GROUP ALLOCATION	75.67	75.67	681.03	681.00	0.03	908.00	226.97	75.00%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	32.25	32.25	290.41	290.25	0.16	387.00	96.59	75.04%
591519	OTHER INSURANCE	24.66	-	148.16	-	148.16	-	(148.16)	#DIV/0!
<b>Totals</b>		<b>7,034.81</b>	<b>9,705.00</b>	<b>65,093.27</b>	<b>87,345.00</b>	<b>(22,251.73)</b>	<b>116,460.00</b>	<b>51,366.73</b>	<b>55.89%</b>

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		3,263.73	2,500.00	3,769.78	22,500.00	(18,730.22)	30,000.00	26,230.22	12.57%

Human Resources  
41

Date Ran 11/23/2015  
Period 10  
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)	(309,049.20)	(309,049.17)	(0.03)	(370,859.00)	(61,809.80)	83.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(14.87)	(33.33)	18.46	(40.00)	(25.13)	37.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(25.00)	10.00	(30.00)	(15.00)	50.00%
<b>Totals</b>		<b>(30,904.92)</b>	<b>(30,910.75)</b>	<b>(309,079.07)</b>	<b>(309,107.50)</b>	<b>28.43</b>	<b>(370,929.00)</b>	<b>(61,849.93)</b>	<b>83.33%</b>

Expenditures

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
511110	SALARY-PERMANENT REGULAR	15,450.51	17,390.83	150,762.64	173,908.33	(23,145.69)	208,690.00	57,927.36	72.24%
511210	WAGES-REGULAR	687.61	-	8,287.61	-	8,287.61	-	(8,287.61)	#DIV/0!
511220	WAGES-OVERTIME	12.89	-	12.89	-	12.89	-	(12.89)	#DIV/0!
511310	WAGES-SICK LEAVE	-	-	1,545.63	-	1,545.63	-	(1,545.63)	#DIV/0!
511320	WAGES-VACATION PAY	1,347.97	-	3,109.50	-	3,109.50	-	(3,109.50)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	34.08	-	340.83	(340.83)	409.00	409.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	4,429.08	-	4,429.08	-	(4,429.08)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	231.96	-	3,500.18	-	3,500.18	-	(3,500.18)	#DIV/0!
512141	SOCIAL SECURITY	1,307.43	1,325.08	12,607.22	13,250.83	(643.61)	15,901.00	3,293.78	79.29%
512142	RETIREMENT (EMPLOYER)	1,198.12	1,184.92	11,147.71	11,849.17	(701.46)	14,219.00	3,071.29	78.40%
512144	HEALTH INSURANCE	1,904.88	4,385.33	42,451.00	43,853.33	(1,402.33)	52,624.00	10,173.00	80.67%
512145	LIFE INSURANCE	2.94	9.17	90.06	91.67	(1.61)	110.00	19.94	81.87%
512150	FSA CONTRIBUTION	-	62.50	750.00	625.00	125.00	750.00	-	100.00%
512173	DENTAL INSURANCE	54.59	270.00	2,617.32	2,700.00	(82.68)	3,240.00	622.68	80.78%
521218	ARBITRATOR	-	66.67	-	666.67	(666.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,368.00	1,520.00	11,043.50	15,200.00	(4,156.50)	18,240.00	7,196.50	60.55%
521220	CONSULTANT	-	416.67	-	4,166.67	(4,166.67)	5,000.00	5,000.00	0.00%
521225	SECTION 125	3,468.43	583.33	19,411.36	5,833.33	13,578.03	7,000.00	(12,411.36)	277.31%
521226	ERGONOMICS	-	20.83	-	208.33	(208.33)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	40.25	312.50	4,340.25	3,125.00	1,215.25	3,750.00	(590.25)	115.74%
521229	RECRUITMENT RELATED	76.50	104.17	513.49	1,041.67	(528.18)	1,250.00	736.51	41.08%
521296	COMPUTER SUPPORT	396.50	337.33	4,406.23	3,373.33	1,032.90	4,048.00	(358.23)	108.85%
531298	UNITED PARCEL SERVICE UPS	-	-	16.45	-	16.45	-	(16.45)	#DIV/0!
531303	COMPUTER EQUIPMT & SOFTW	-	291.67	914.72	2,916.67	(2,001.95)	3,500.00	2,585.28	26.13%
531311	POSTAGE & BOX RENT	23.34	29.17	201.47	291.67	(90.20)	350.00	148.53	57.56%
531312	OFFICE SUPPLIES	57.38	110.83	790.14	1,108.33	(318.19)	1,330.00	539.86	59.41%
531313	PRINTING & DUPLICATING	126.58	83.33	797.54	833.33	(35.79)	1,000.00	202.46	79.75%
531314	SMALL ITEMS OF EQUIPMENT	-	-	298.98	-	298.98	-	(298.98)	#DIV/0!

531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	1,333.33	(1,104.33)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	240.00	42.50	779.59	425.00	354.59	510.00	(269.59)	152.86%
531326	ADVERTISING	207.64	10.42	612.79	104.17	508.62	125.00	(487.79)	490.23%
531351	GAS/DIESEL	(38.86)	-	(38.86)	-	(38.86)	-	38.86	#DIV/0!
531357	EMPLOYEE RECOGNITION	164.73	500.00	999.27	5,000.00	(4,000.73)	6,000.00	5,000.73	16.65%
532325	REGISTRATION	30.00	165.00	924.00	1,650.00	(726.00)	1,980.00	1,056.00	46.67%
532332	MILEAGE	152.20	48.25	686.88	482.50	204.38	579.00	(107.88)	118.63%
532334	COMMERCIAL TRAVEL	-	41.67	-	416.67	(416.67)	500.00	500.00	0.00%
532335	MEALS	-	30.83	108.30	308.33	(200.03)	370.00	261.70	29.27%
532336	LODGING	328.00	175.83	863.00	1,758.33	(895.33)	2,110.00	1,247.00	40.90%
532339	OTHER TRAVEL & TOLLS	-	-	38.00	-	38.00	-	(38.00)	#DIV/0!
532350	TRAINING MATERIALS	-	1,166.67	1,471.12	11,666.67	(10,195.55)	14,000.00	12,528.88	10.51%
533225	TELEPHONE & FAX	3.80	14.17	37.95	141.67	(103.72)	170.00	132.05	22.32%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	456.70	455.83	0.87	547.00	90.30	83.49%
571005	DUPLICATING ALLOCATION	98.00	98.00	980.00	980.00	-	1,176.00	196.00	83.33%
571009	MIS PC GROUP ALLOCATION	643.42	643.50	6,434.20	6,435.00	(0.80)	7,722.00	1,287.80	83.32%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	193.75	193.58	1,936.31	1,935.83	0.48	2,323.00	386.69	83.35%
591519	OTHER INSURANCE	95.68	96.33	950.72	963.33	(12.61)	1,156.00	205.28	82.24%

Totals	29,919.91	31,944.08	301,513.94	319,440.83	(17,926.89)	383,329.00	81,815.06	78.66%
--------	-----------	-----------	------------	------------	-------------	------------	-----------	--------

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	(985.01)	1,033.33	(7,565.13)	10,333.33	(17,898.46)	12,400.00	19,965.13	-61.01%
---------------------	----------	----------	------------	-----------	-------------	-----------	-----------	---------

**Report to Human Resources Committee  
December 15, 2015**

**Monthly Accomplishments/Goals:**

- October and November reports included

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

**Clerk of Courts**

- Family Court Mediator – FT
- Legal Secretary FCC – FT
- Deputy Register in Probate/Juvenile Clerk - FT

**Highway**

- Highway Worker x 2 - FT

**Human Services**

- Administrative Assistant I - FT
- Administrative Assistant II – FT
- CCS Facilitator/Transition Specialist – FT (new in 2016)
- Community Outreach Worker – FT
- Group Home Worker - PT
- Maintenance Supervisor – FT
- Nutrition Site Manager – Fort Atkinson - PT

**Medical Examiner Office**

- Medical Investigator - pool

**Parks**

- Administrative Assistant II - .6 FT (on hold)

**Register of Deeds**

- Administrative Assistant I - PT

**Sheriff's Office**

- Communications Operator – FT

**UW Extension**

- Administrative Specialist – FT. Position approved to be underfilled with an Administrative Assistant I –FT, LTE position

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

- **Family/Circuit Court**– A request for assistance was approved for a retired, part-time judge to assist as the vacant Circuit Court Commissioner position is being filled. Also approved was contracting for a FCC Mediator.
- **Sheriff's Office** – Due to the critical nature and 24/7 operation in Dispatch, emergency help was approved to try to find an experienced Communications Operator vs hiring off of the established list.

**Hiring Above Minimum Step and/or Additional Benefits.**

- Attorney Jennifer Weber was hired as a Circuit Court at step 6 of the appropriate grade and 80 hours of vacation in 2016.
- Greg Koepfel was promoted to Construction Superintendent at the Highway department at step 3.
- Paul Vogel, Human Services Maintenance Worker, provided two additional steps when his successful reclassification is implemented on January 1, 2016.
- Ryan Mundt was hired as the Human Services Maintenance Supervisor at step 2 of the appropriate grade, with the possibility of moving to step 3 at 6-months, contingent on successfully completing established goals.

Respectively submitted,



Terri M Palm  
Human Resources Director



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

**TERRI PALM KOSTROSKI**  
Director - Human Resources

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Coordinator

**KIM EGGERS**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
October, 2015**

Issues/Items for October, 2015:

- Personnel issues:
  - 4 performance-related concerns/investigatory issues, resulting in:
    - 2 counselings with recommended training
    - 1 written warning
    - 1 resolution of ongoing grievance
  - 3 management referral to the County's Employee Assistance Program
  - 1 employee health-related concerns
  - 1 employee accommodations
  - 2 extension of leave of absence
- Trainings
  - Sent 2 managers to "A Year in the Life of an Employee Medical Issue: Understanding the Nuances and Avoiding Common Traps" in Oconomowoc, WI
  - Attended the Wisconsin Association for County Personnel Directors (WACPD) Fall Conference
  - Provided a 10-minute Safety training for department heads, to be used by managers at staff meetings
- Recruitment and Retention
  - Extended and received accepted offers for the Human Resources Coordinator and the Benefits Administrator positions in Human Resources
  - Recruited for **14** positions and received/reviewed **290** applications
  - Processed 4 new hires
  - Processed 3 employee separations.
  - Completed and/or reviewed 30 reference checks and 6 education checks and 4 caregiver background check on 13 candidates, of which 10 applicants were extended an offer and 9 applicants accepted
- Employment Law
  - Monitored 75 active approved FMLA requests, both new and continuing
  - Received 1 First Report of Injuries, 1 were reportable

- Received 1 HIPAA privacy breach concern
- Accommodated 3 disability requests
  
- Miscellaneous
  - Coordinated second annual Halloween Costume contest
  - Responded to 1 Open Records requests
  - Completed/updated 11 job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Coordinated Annual Benefits Fair with Flu Shots, with 102 attendees. Included the City of Jefferson.
  - Coordinated a second biometrics testing for County employees

Action Items for November, 2015:

- Coordinate a Meet and Greet for new Human Resources Staff
- 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,



Terri M Palm  
Human Resources 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

**KAREN MUNDT**  
Benefits Administrator

**CASEY RADTKE**  
Human Resources Coordinator

**KIM EGGERS**  
Safety Coordinator

**Human Resources Department  
Monthly Report  
November, 2015**

Issues/Items for November, 2015:

- Personnel issues:
  - 3 performance-related concerns/investigatory issues, resulting in:
    - 1 counseling with recommended training
    - 1 verbal warning
    - 1 written warning
    - 1 on-going HIPAA investigation
  - 1 management referral to the County's Employee Assistance Program
  - 2 employee health-related concerns
  - 2 employee accommodations
  - 2 extensions of leave of absences
- Trainings
  - Kim Eggers, Safety Coordinator, and Karen Mundt, Benefits Administrator, attended "Workers Compensation Updates and Interesting Cases" presented by the Jefferson County Area Safety Network on November 12, 2015
  - Attended the Wisconsin Department of Employee Trust Fund "Employer Advisory Council" on November 18, 2015, regarding set-up changes necessary to accommodate ETF's database program
- Recruitment and Retention
  - Recruited for 9 positions and received/reviewed 155 applications
  - Processed 8 new hires
  - Processed 11 employee separations/seasonal layoffs
  - Processed 2 status changes
  - Completed and/or reviewed 20 reference checks, 6 education checks and 5 caregiver background check on 9 candidates, of which 8 applicants were extended an offer and 7 applicants accepted
- Employment Law and Personnel Ordinance activity
  - Computed Hazardous Pay calculation for 90 Law Enforcement employees, with 87 eligible for a total of \$6960.00 payment to the LAW Trust Fund
  - Calculated \$82,437.50 in Longevity payments for 311 employees
  - Monitored 74 active approved FMLA requests, both new and continuing
  - Received 5 First Report of Injuries, 2 were reportable
  - Accommodated 2 disability requests

- Safety
  - Purchased 14 AED's, 8 First Aid Cabinets, 7 First Aid Kits and spill decks and containers
  
- Miscellaneous
  - Casey Radtke, Human Resources Coordinator, started October 26, 2015
  - Karen Mundt, Benefits Administrator, started November 2, 2015
  - Tonia Mindemann, Human Resources Specialist, separated employment on November 2, 2015
  - Ellen Braatz, Benefits Administrator, retired on November 30, 2015 after 11 ½ years with the County
  - Developed the Monkey Survey to allow employees to vote on the second annual Halloween Costume contest
  - Responded to 1 Open Records request
  - Completed/updated 7 job descriptions, working toward the goal of completing job descriptions for over 200 positions
  - Coordinated a Meet-and-Greet for the New Human Resources Staff

Action Items for December, 2015:

- Develop goals for Human Resources Staff for 2016
- 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
- Calculate and enter Compensatory Time pay out
- Verify end-of-year accrual balances

Respectfully Submitted,



Terri M Palm  
Human Resources Director