

Agenda
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549
***REVISED 01-25-2016**
Tuesday, January 26, 2016 @ 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
7. Approval of December 15, 2015 minutes
8. Fourth quarter, 2015, Retirement Recognitions to be presented to County Board
9. Discussion and possible action to eliminate one vacant Full-time Mental Health Technician and create one Full-time Community Support Program Professional I/II at Human Services
10. Discussion and possible action to amend Personnel Ordinance HR0450, Leave of Absence without Pay, providing authority to grant leave of absences greater than four months
11. ***Discussion and possible action to amend Ordinance 2013-26, establish a procedure to set elected official salaries**
12. Review Human Resources Department monthly Financial Report from November, 2015
13. Report from Human Resources Director
 - a. Human Resources December monthly Reports
 - b. Vacant Position requests
 - c. Emergency Help requests
 - d. Hiring above minimum/providing additional steps
 - e. Carryover summary for vacation, holiday, random hours
14. Set next meeting date and agenda
15. Adjournment

Next scheduled meeting: Tuesday, February 16, 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
December 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: Barb Frank, Brian Lamers, Karen Mundt, Terri Palm, Casey Radtke, Blair Ward, Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Introduced and welcomed two new staff in the Human Resources Department, Casey Radtke, Human Resources Coordinator, and Karen Mundt, Benefits Administrator.
7. Approval of October 20, 2015 minutes. **Motion by P. Babcock, second by G. David, to approve the October 20, 2015 minutes as printed.** Motion Carried 5:0.
8. Discussion to recommend amendment to Personnel Ordinance HR0640, Health Insurance, defining when voluntary cancellation of coverage can occur. **Motion by J. Mode, second by P. Babcock, to recommend to County Board an amendment to Personnel Ordinance HR0640, Health Insurance, defining when employees can voluntarily cancel health insurance coverage.** Motion carried 5:0.
9. Discussion and possible recommendation to amend authorizing leave of absences under personnel Ordinance HR0450, Leave of Absence without Pay. Committee discussed the role the HR Committee should play in approving/authorizing leave of absences. Staff will draft an amendment for January meeting for consideration.
10. Review of Human Resources Department monthly Financial Reports from September, 2015, and October 2015. T. Palm explained the section 125 line item remains over budget due to the administrative cost that was not taken into consideration when the County contributed to employee FSA accounts. Also, there is an increase in wages/benefits, although still within budget, due to increasing hours of staff that went part-time in order to assist with training.
11. Report from Human Resources Director. The Human Resources October and November monthly reports were included, as well as the 17 vacancy requests, 2 emergency help request, 2 employees starting above minimum step and/or benefits and 1 employees receiving accelerated steps.
12. **Motion by M. Wineke, second by J. Mode, to 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 as it relates to a personal leave of absence.** Babcock: Aye; Mode: Aye; Braughler: Aye; Wineke: Aye; David: Aye. Moved into closed session at 8:59a.m.

NOTE: Also present were T Palm, B. Wehmeier, and B. Ward. Committee acted as the Civil Service Grievance Committee when addressing/discussing section 19.85 (1)(b), employee discipline.

13. **Motion by G. David, second by P. Babcock, to reconvene into open session.** All present responded "Aye". Reconvened into open session at 9:10a.m.
 - a) **Motion by J. Mode, second by M. Wineke, to approve the Sheriff's recommended disciplinary action of a one-day suspension.** Motion carried 5:0.
 - b) **Motion by J. Mode, second by P. Babcock, to deny the request for an extension of a leave of absence.** Motion carried 5:0.
14. **Next Meeting date and agenda items:** Changed to **Tuesday, January 26, 2016** at 8:30 am. Agenda to include discussion/amendment of Personnel Ordinance HR0450, Leave of Absence without Pay.
15. **Adjournment:** **Motion by J. Mode to adjourn, second by G. David.** Motion Carried 5:0. Meeting adjourned at 9:14a.m.

NEW POSITION COVER FORM

This is a request for one new position in 2015.

Department/Facility: Human Services

Subdepartment/Unit: CSP B.U.

Proposed Job Title: CSP 1

Requested by: Kathi Cauley

Please provide a brief summary of the purpose and duties of the new position.

I would like to eliminate the Mental Health Technician (MHT) at our CSP and create a CSP 1 position. The CSP 1 position can perform more duties than the MHT position; including assessment, case management, treatment planning, and crisis services as well as the MHT duties. This allows us to admit more people into the program. This results in more revenue.

What are the consequences if this position is not approved?

We would serve less people with a severe and persistent mental illness and the County would continue to incur the costs.

How would this position be funded?

CSP I

Rate	Hours	Salary	
22.67	2080	47153.6	
		25675.4	Fringes
		72829	Total

MHT Old Position 52312

Additional 20517

Additional Revenue -25822.4 CSP-1 versus Tech revenue

Savings -5305.37 Compared to MHT This is a conservative estimate

RESOLUTION NO. 2015-____

Eliminate a vacant, full-time Mental Health Technician position and create a full-time Community Support Program Professional I/II position at Human Services

Executive Summary

Jefferson County continues to experience an extremely high caseload of individuals with severe and persistent mental illness. These cases often require a lot of time, attention and a higher skill level that a professional Social Worker can provide. Failure to provide the appropriate level of service results in individuals often being subject to an emergency detention, hospitalization, the county's judicial system and/or death. This comes at a high cost that is both an economic and society/human issue.

The Human Services Director, with the support of the County Administrator, is requesting the elimination of one full-time vacant Mental Health Technician (MHT) position and the creation of one full-time Community Support Program Professional I/II (CSP I/II) position. CSP I/II positions require either a bachelor's or master's degree and perform the duties of the Mental Health Technician position, as well as additional duties including assessment, case management, treatment planning and crisis services. This allows more people to be served. Additionally, there is Medical Assistance funding available to cover any additional expenses of a higher-skilled position. On January 26, 2016, the Human Resources Committee reviewed the request from the Human Services Director and is recommending the elimination of the vacant full-time MHT and creation of the full-time CSP I/II positions at Human Services.

WHEREAS, the Human Services Director requests, and the Human Resources Committee recommends, the elimination of one vacant full-time Mental Health Technician (MHT) position and the creation of one full-time Community Support Program Professional I/II (CSP I/II) position to provide assessment, case management, treatment planning and crisis services to individuals with severe and persistent mental illness.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to reflect the above change, to become effective upon passage.

Fiscal Note: The annual difference of cost between a full-time MHT Position and a full-time CSP I/II position is \$20,517. There is an additional \$25,822.40 available through Medical Assistance funding that will exceed the extra cost. Therefore, no additional tax levy is required. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

02-09-16

Terri M. Palm: 01-14-16

ORDINANCE NO. 2015-____

Amend Personnel Ordinance HR0450, Leave of Absence without Pay, providing authority to grant leave of absences greater than four months

Executive Summary

Currently, the Human Resources Committee must approve all leave of absence requests that exceed four months. These requests are not reviewed and acted on until a regularly scheduled meeting of the Human Resources Committee. If an employee must commence unpaid leave before the committee can approve the request, this often means the employee will be on an unapproved leave until the Committee can meet to decide whether or not to approve the request. Sensitive and private health information must be shared to provide the committee enough information to make a decision. And, although the meeting is in closed session under Wisconsin State Statutes Section 19.85 (1)(f), employees are not always comfortable sharing sensitive information, and may be hesitant to go before a committee of Board Supervisors.

If an employee is requesting a lengthy leave of absence, oftentimes there is a serious health condition involved which often is identified as a disability under the Americans with Disabilities Act Amendments Act (ADAAA). Under the ADAAA, employers must make reasonable accommodations to employees with a disability. An extended leave of absence may be a required accommodation.

On December 15, 2015, the Human Resources Director requested the Human Resources Committee to review Ordinance HR0450, Leave of Absence without Pay, and to consider authorizing the Human Resources Director, or designee, to approve lengthy leave of absences and extensions of leave of absences. This would allow employees a one-on-one conversation about his/her leave, while ensuring the applicable employment laws are adhered to. On January 26, 2016, the Human Resources Committee considered the request and is recommending an amendment to HR0450, Leave of Absence without Pay, providing the Human Resources Director, or designee, the authority to grant leave of absences of up to one year..

WHEREAS, Jefferson County employees should be able to request a leave of absence in the most timely and most private manner possible.

NOW, THEREFORE, BE IT RESOLVED that the Human Resources Committee supports and recommends the amendment of Section HR0450, Leave of Absence without Pay, to authorize the Human Resources Director, or designee, the authority to grant leave of absences of up to one year..

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

Section 1. Section HR450, Leave of Absence without Pay, is amended as follows:

HR0450 LEAVE OF ABSENCE WITHOUT PAY

D. The Human Resources Director, or designee, 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 if deemed reasonable. Employees may appeal the Human Resources Director's decision according to HR0560(B).

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: 01-14-16; J. Blair Ward: 01-19-16

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

ORDINANCE NO. 2013-26

Establish procedure to set elected official salaries

WHEREAS, the Jefferson County Register of Deeds, Clerk, Treasurer, Sheriff and Clerk of Court are elected to four-year terms with the Sheriff and Clerk of Court elections being in 2014, and the County Clerk, Register of Deeds and Treasurer next elected in 2016, and

WHEREAS, Section 59.22(1), Wisconsin Statutes, requires the Board to establish the compensation for these elective offices before the earliest time for filing nomination papers prior to each election cycle, and

WHEREAS, compensation needs to be established for the Clerk of Court and Sheriff before April 15, 2014, which is the earliest time for filing nomination papers in this cycle, and

WHEREAS, the Human Resources Committee through many election cycles has sought an objective method of establishing salaries for these offices, and

WHEREAS, the County had a Compensation Study done in 2012 for all county employees (except the Sheriff's Department deputies) which study also evaluated the elected positions and, based on the duties of said positions, recommended that the following pay grades be assigned to the various positions:

County Clerk	Grade 12
Clerk of Court	Grade 12
Register of Deeds	Grade 10
Treasurer	Grade 10
Sheriff	Grade 16

AND WHEREAS, for these offices the Human Resources Committee recommends establishing salaries by use of the same evaluation process used for other employees and further recommends assigning all elected officials to the mid-point of each pay grade, Step 6, for the duration of the four-year term in the amount that Step 6 is as of the day before the earliest time for filing nomination papers for said office in each election cycle, which amount shall remain unchanged during the balance of the four-year term,

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

Section 1. Pursuant to Section 59.22(1), Wisconsin Statutes, salaries for each upcoming term of the elected offices of County Clerk, Clerk of Court, Register of Deeds, Treasurer and Sheriff, shall be determined by reference to Step 6 of the salary grades as set forth above for each

office as of the day before the earliest time for filing nomination papers for said office in each successive election cycle, which salary shall remain unchanged for said four-year term.

BE IT FURTHER ORDAINED that county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay its share of contributions required by law.

AND BE IT FURTHER ORDAINED that the aforementioned county officials are entitled to participate in the County's health, dental, vision, disability, life insurance, Section 125B and other programs on the same terms and conditions as may be modified from time which apply to nonrepresented managerial employees with such variances as may be applicable to the Sheriff based on his law enforcement status.

BE IT FURTHER ORDAINED that the foregoing elected officials may request a salary grade review prior to the year of election for their office in the same manner as is applicable to other county employees requesting salary grade reviews.

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

Fiscal Note: The compensation increase for the five elected officials subject to this is \$85,155 through 2018, which is all four years of the upcoming terms for the Sheriff and Clerk of Court and the first two years of the terms for the Treasurer, County Clerk and Register of Deeds. (See the attached letter from Carlson-Dettmann, the 2013 pay chart and data reflecting salaries of Sheriffs and Clerks of Court in Jefferson and other counties.)

Adopted by the Jefferson County Board of Supervisors this 11th day of February 2014.

s/John Molinaro
John Molinaro
Chair

ATTEST:

s/Barbara A. Frank
Barbara A. Frank, County Clerk

Published this 14th day of February 2014.

Carlson Dettmann Consulting, LLC

Date: March 11, 2013

To: Terri Palm, Human Resources Director

From: Katie McCloskey, Human Resource Consultant

Re: Recommendations of Grade Placement for Elected Officials in Jefferson County

As part of the 2012 Compensation Study, Carlson Dettmann Consulting was asked for our recommendation on where the elective offices of Clerk of Circuit Court, County Clerk, County Treasurer, Register of Deeds and Sheriff would be placed on Jefferson County's approved salary structure if the respective elected positions were eligible to be included in that compensation plan. It is understood that it would be impractical for the salaries for these elective positions to be included in that compensation plan due to the fact that, in accordance with §59.22 (1)(a)1., Wis. Stats., the salaries must be established by the County Board before the earliest time for filing nomination papers for these offices for the ensuing term, and also that "a county board may not adopt a step-salary plan for elective offices related to experience of the officeholder as compensation is for the office, not the officer, and the officer is entitled to the compensation as an incident of the office." (61 Atty. Gen. 165, 403.) The County has advised us that the recommendation we are being asked to provide will be one of various considerations used by the Human Resource Committee when it makes a recommendation to the County Board regarding the salaries for these elective offices.

It is our recommendation that, if the elected officials were legally allowed to be placed on the approved 2013 structure, which as explained above they cannot, they would be placed in the following grades:

- Sheriff-Grade 16
- Clerk of Courts-Grade 12
- County Clerk-Grade 12
- County Treasurer-Grade 10
- Register of Deeds-Grade 10

Please let me know if you have questions or concerns.

Cc: Charlie Carlson

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JEFFERSON COUNTY

2013 STRUCTURE - HOURLY FORMAT

Grade	Minimum					Control Point					Maximum
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
22	\$48.25	\$49.63	\$51.00	\$52.38	\$53.76	\$55.14	\$56.52	\$57.90	\$59.28	\$60.65	\$62.03
21	\$46.52	\$47.84	\$49.17	\$50.50	\$51.83	\$53.16	\$54.49	\$55.82	\$57.15	\$58.48	\$59.81
20	\$44.77	\$46.05	\$47.33	\$48.61	\$49.89	\$51.17	\$52.45	\$53.73	\$55.01	\$56.29	\$57.57
19	\$43.04	\$44.27	\$45.50	\$46.73	\$47.96	\$49.19	\$50.42	\$51.65	\$52.88	\$54.11	\$55.34
18	\$41.31	\$42.49	\$43.67	\$44.85	\$46.03	\$47.21	\$48.39	\$49.57	\$50.75	\$51.93	\$53.11
17	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87
16	\$37.84	\$38.92	\$40.00	\$41.08	\$42.16	\$43.24	\$44.32	\$45.40	\$46.48	\$47.56	\$48.65
15	\$36.10	\$37.13	\$38.17	\$39.20	\$40.23	\$41.26	\$42.29	\$43.32	\$44.35	\$45.39	\$46.42
14	\$34.37	\$35.35	\$36.33	\$37.32	\$38.30	\$39.28	\$40.26	\$41.24	\$42.23	\$43.21	\$44.19
13	\$32.63	\$33.56	\$34.49	\$35.43	\$36.36	\$37.29	\$38.22	\$39.15	\$40.09	\$41.02	\$41.95
12	\$30.90	\$31.78	\$32.66	\$33.54	\$34.43	\$35.31	\$36.19	\$37.08	\$37.96	\$38.84	\$39.72
11	\$29.16	\$30.00	\$30.83	\$31.66	\$32.50	\$33.33	\$34.16	\$35.00	\$35.83	\$36.66	\$37.50
10	\$27.43	\$28.22	\$29.00	\$29.78	\$30.57	\$31.35	\$32.13	\$32.92	\$33.70	\$34.49	\$35.27
9	\$25.69	\$26.42	\$27.16	\$27.89	\$28.63	\$29.36	\$30.09	\$30.83	\$31.56	\$32.30	\$33.03
8	\$23.96	\$24.64	\$25.33	\$26.01	\$26.70	\$27.38	\$28.06	\$28.75	\$29.43	\$30.12	\$30.80
7	\$22.23	\$22.86	\$23.50	\$24.13	\$24.77	\$25.40	\$26.04	\$26.67	\$27.31	\$27.94	\$28.58
6	\$20.49	\$21.08	\$21.66	\$22.25	\$22.83	\$23.42	\$24.01	\$24.59	\$25.18	\$25.76	\$26.35
5	\$18.75	\$19.29	\$19.82	\$20.36	\$20.89	\$21.43	\$21.97	\$22.50	\$23.04	\$23.57	\$24.11
4	\$17.02	\$17.51	\$17.99	\$18.48	\$18.96	\$19.45	\$19.94	\$20.42	\$20.91	\$21.40	\$21.88
3	\$15.06	\$15.49	\$15.92	\$16.35	\$16.78	\$17.21	\$17.64	\$18.07	\$18.50	\$18.93	\$19.36
2	\$13.33	\$13.71	\$14.09	\$14.47	\$14.85	\$15.23	\$15.61	\$15.99	\$16.37	\$16.75	\$17.13
1	\$11.80	\$12.13	\$12.47	\$12.81	\$13.14	\$13.48	\$13.82	\$14.15	\$14.49	\$14.83	\$15.17
	1	2	3	4	5	6	7	8	9	10	11

Grade 12	2013	2014	2015	2016	
County Clerk 2013-2016 adopted annual salary	\$ 69,929.60	\$ 70,969.60	\$ 72,030.40	\$ 73,112.00	
converted to hourly	\$ 33.62	\$ 34.12	\$ 34.63	\$ 35.15	
Grade 12 pay scale	Step 6				
Non Rep Actual	0.96%	\$ 35.31	\$ 35.66	\$ 36.02	
		2080	2080	2080	
	\$ 70,600.92	\$ 73,444.80	\$ 74,172.80	\$ 74,921.60	
	671.32	\$ 2,475.20	\$ 2,142.40	\$ 1,809.60	\$ 7,098.52 Total

Grade 10	2013	2014	2015	2016	
Register of Deeds 2013-2016 adopted annual Salary	\$ 60,777.60	\$ 61,380.80	\$ 62,004.80	\$ 62,628.80	
converted to hourly	\$ 29.22	\$ 29.51	\$ 29.81	\$ 30.11	
Non Rep Actual	Step 6				
	0.96%	\$ 31.35	\$ 31.66	\$ 31.98	
		2080	2080	2080	
	\$ 61,361.06	\$ 65,208.00	\$ 65,852.80	\$ 66,518.40	
	583.46	\$ 3,827.20	\$ 3,848.00	\$ 3,889.60	\$ 12,148.26 Total

Grade 10	2013	2014	2015	2016	
Treasurer 2013-2016 adopted annual salary	\$ 62,150.40	\$ 62,774.40	\$ 63,398.40	\$ 64,022.40	
converted to hourly	\$ 29.88	\$ 30.18	\$ 30.48	\$ 30.78	
Grade 10 pay scale	Step 6				
Non Rep Actual	0.96%	\$ 31.35	\$ 31.66	\$ 31.98	
		2080	2080	2080	
	\$ 62,747.04	\$ 65,208.00	\$ 65,852.80	\$ 66,518.40	
	596.64	\$ 2,433.60	\$ 2,454.40	\$ 2,496.00	\$ 7,980.64 Total

Grade 12	2013	2014	2015	2016	
County Clerk 2013-2016 adopted annual salary	\$ 69,929.60	\$ 70,969.60	\$ 72,030.40	\$ 73,112.00	
converted to hourly	\$ 33.62	\$ 34.12	\$ 34.63	\$ 35.15	
Grade 12 pay scale	Step 6				
Non Rep Actual	\$ 33.5400	\$ 34.43	\$ 35.66	\$ 36.02	
	\$ 2,080.00	2080	2080	2080	
	\$ 69,763.20	\$ 71,614.40	\$ 74,172.80	\$ 74,921.60	
	\$ (166.40)	\$ 644.80	\$ 2,142.40	\$ 1,809.60	\$ 4,430.40 Total

Grade 10	2013	2014	2015	2016	
Register of Deeds 2013-2016 adopted annual Salary	\$ 60,777.60	\$ 61,380.80	\$ 62,004.80	\$ 62,628.80	
converted to hourly	\$ 29.22	\$ 29.51	\$ 29.81	\$ 30.11	
Non Rep Actual	Step 6				
	\$ 27.43	\$ 28.22	\$ 29.29	\$ 30.38	
	2080.00	2080	2080	2080	
	\$ 57,054.40	\$ 58,697.60	\$ 60,923.20	\$ 63,190.40	
	\$ (3,723.20)	\$ (2,683.20)	\$ (1,081.60)	\$ 561.60	\$ (6,926.40) Total

Grade 10	2013	2014	2015	2016	
Treasurer 2013-2016 adopted annual salary	\$ 62,150.40	\$ 62,774.40	\$ 63,398.40	\$ 64,022.40	
converted to hourly	\$ 29.88	\$ 30.18	\$ 30.48	\$ 30.78	
Grade 10 pay scale	Step 6				
Non Rep Actual	\$ 29.00	\$ 29.78	\$ 30.88	\$ 31.98	
	2080	2080	2080	2080	
	\$ 60,320.00	\$ 61,942.40	\$ 64,230.40	\$ 66,518.40	
	\$ (1,830.40)	\$ (832.00)	\$ 832.00	\$ 2,496.00	\$ 665.60 Total

Human Resources
41

Date Ran 12/21/2015
Period 11
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)	(339,954.12)	(339,954.08)	(0.04)	(370,859.00)	(30,904.88)	91.67%
451002	PRIVATE PARTY PHOTOCOPY	-	(3.33)	(14.87)	(36.67)	21.80	(40.00)	(25.13)	37.18%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(15.00)	(27.50)	12.50	(30.00)	(15.00)	50.00%
Totals		(30,904.92)	(30,910.75)	(339,983.99)	(340,018.25)	34.26	(370,929.00)	(30,945.01)	91.66%

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	12,724.47	17,390.83	163,487.11	191,299.17	(27,812.06)	208,690.00	45,202.89	78.34%
511210	WAGES-REGULAR	2,462.48	-	10,750.09	-	10,750.09	-	(10,750.09)	#DIV/0!
511220	WAGES-OVERTIME	-	-	12.89	-	12.89	-	(12.89)	#DIV/0!
511310	WAGES-SICK LEAVE	85.97	-	1,631.60	-	1,631.60	-	(1,631.60)	#DIV/0!
511320	WAGES-VACATION PAY	4,995.66	-	8,105.16	-	8,105.16	-	(8,105.16)	#DIV/0!
511330	WAGES-LONGEVITY PAY	407.50	34.08	407.50	374.92	32.58	409.00	1.50	99.63%
511340	WAGES-HOLIDAY PAY	2,019.92	-	6,449.00	-	6,449.00	-	(6,449.00)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	175.84	-	3,676.02	-	3,676.02	-	(3,676.02)	#DIV/0!
512141	SOCIAL SECURITY	1,690.89	1,325.08	14,298.11	14,575.92	(277.81)	15,901.00	1,602.89	89.92%
512142	RETIREMENT (EMPLOYER)	1,364.07	1,184.92	12,511.78	13,034.08	(522.30)	14,219.00	1,707.22	87.99%
512144	HEALTH INSURANCE	5,166.09	4,385.33	47,617.09	48,238.67	(621.58)	52,624.00	5,006.91	90.49%
512145	LIFE INSURANCE	4.00	9.17	94.06	100.83	(6.77)	110.00	15.94	85.51%
512150	FSA CONTRIBUTION	-	62.50	750.00	687.50	62.50	750.00	-	100.00%
512173	DENTAL INSURANCE	270.00	270.00	2,887.32	2,970.00	(82.68)	3,240.00	352.68	89.11%
521218	ARBITRATOR	-	66.67	-	733.33	(733.33)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,045.00	1,520.00	12,088.50	16,720.00	(4,631.50)	18,240.00	6,151.50	66.27%
521220	CONSULTANT	-	416.67	-	4,583.33	(4,583.33)	5,000.00	5,000.00	0.00%
521225	SECTION 125	3,649.50	583.33	23,060.86	6,416.67	16,644.19	7,000.00	(16,060.86)	329.44%
521226	ERGONOMICS	-	20.83	-	229.17	(229.17)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	4,340.25	3,437.50	902.75	3,750.00	(590.25)	115.74%
521229	RECRUITMENT RELATED	-	104.17	513.49	1,145.83	(632.34)	1,250.00	736.51	41.08%
521296	COMPUTER SUPPORT	-	337.33	4,406.23	3,710.67	695.56	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	3,208.33	(2,293.61)	3,500.00	2,585.28	26.13%
531311	POSTAGE & BOX RENT	-	29.17	201.47	320.83	(119.36)	350.00	148.53	57.56%
531312	OFFICE SUPPLIES	25.11	110.83	815.25	1,219.17	(403.92)	1,330.00	514.75	61.30%
531313	PRINTING & DUPLICATING	82.50	83.33	880.04	916.67	(36.63)	1,000.00	119.96	88.00%
531314	SMALL ITEMS OF EQUIPMENT	-	-	298.98	-	298.98	-	(298.98)	#DIV/0!

531323	SUBSCRIPTIONS-TAX & LAW	-	133.33	229.00	1,466.67	(1,237.67)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	25.00	42.50	804.59	467.50	337.09	510.00	(294.59)	157.76%
531326	ADVERTISING	-	10.42	612.79	114.58	498.21	125.00	(487.79)	490.23%
531351	GAS/DIESEL	-	-	(38.86)	-	(38.86)	-	38.86	#DIV/0!
531357	EMPLOYEE RECOGNITION	-	500.00	999.27	5,500.00	(4,500.73)	6,000.00	5,000.73	16.65%
532325	REGISTRATION	-	165.00	924.00	1,815.00	(891.00)	1,980.00	1,056.00	46.67%
532332	MILEAGE	34.50	48.25	721.38	530.75	190.63	579.00	(142.38)	124.59%
532334	COMMERCIAL TRAVEL	-	41.67	-	458.33	(458.33)	500.00	500.00	0.00%
532335	MEALS	-	30.83	108.30	339.17	(230.87)	370.00	261.70	29.27%
532336	LODGING	-	175.83	863.00	1,934.17	(1,071.17)	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	12,833.33	(11,362.21)	14,000.00	12,528.88	10.51%
533225	TELEPHONE & FAX	-	14.17	37.95	155.83	(117.88)	170.00	132.05	22.32%
571004	IP TELEPHONY ALLOCATION	45.67	45.58	502.37	501.42	0.95	547.00	44.63	91.84%
571005	DUPLICATING ALLOCATION	98.00	98.00	1,078.00	1,078.00	-	1,176.00	98.00	91.67%
571009	MIS PC GROUP ALLOCATION	286.80	643.50	6,721.00	7,078.50	(357.50)	7,722.00	1,001.00	87.04%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	172.02	193.58	2,108.33	2,129.42	(21.09)	2,323.00	214.67	90.76%
591519	OTHER INSURANCE	95.68	96.33	1,046.40	1,059.67	(13.27)	1,156.00	109.60	90.52%

Totals	36,926.67	31,944.08	338,440.61	351,384.92	(12,944.31)	383,329.00	44,888.39	88.29%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
									#DIV/0!
									#DIV/0!
Totals		-	-	-	-	-	-	-	#DIV/0!
Total Business Unit		6,021.75	1,033.33	(1,543.38)	11,366.67	(12,910.05)	12,400.00	13,943.38	-12.45%

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)	(41,481.88)	(41,481.92)	0.04	(45,253.00)	(3,771.12)	91.67%
474106	INTERGOVT SHARED SERVICES	(7,979.02)	(3,433.92)	(39,024.06)	(37,773.08)	(1,250.98)	(41,207.00)	(2,182.94)	94.70%
Totals		(11,750.10)	(7,205.00)	(80,505.94)	(79,255.00)	(1,250.94)	(86,460.00)	(5,954.06)	93.11%

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	3,539.90	4,489.83	44,284.22	49,388.17	(5,103.95)	53,878.00	9,593.78	82.19%
511310	WAGES-SICK LEAVE	-	-	1,829.81	-	1,829.81	-	(1,829.81)	#DIV/0!
511320	WAGES-VACATION PAY	-	-	459.72	-	459.72	-	(459.72)	#DIV/0!
511340	WAGES-HOLIDAY PAY	420.32	-	1,613.41	-	1,613.41	-	(1,613.41)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	243.00	-	975.30	-	975.30	-	(975.30)	#DIV/0!
512141	SOCIAL SECURITY	316.95	343.50	3,638.33	3,778.50	(140.17)	4,122.00	483.67	88.27%
512142	RETIREMENT (EMPLOYER)	285.82	305.33	3,343.08	3,358.67	(15.59)	3,664.00	320.92	91.24%
512144	HEALTH INSURANCE	1,382.60	1,325.17	14,466.15	14,576.83	(110.68)	15,902.00	1,435.85	90.97%
512145	LIFE INSURANCE	2.33	3.00	25.63	33.00	(7.37)	36.00	10.37	71.19%
512150	FSA CONTRIBUTION	-	20.83	250.00	229.17	20.83	250.00	-	100.00%
512173	DENTAL INSURANCE	90.00	90.00	966.33	990.00	(23.67)	1,080.00	113.67	89.48%
531311	POSTAGE & BOX RENT	-	1.67	-	18.33	(18.33)	20.00	20.00	0.00%
531312	OFFICE SUPPLIES	2.79	-	10.47	-	10.47	-	(10.47)	#DIV/0!
531313	PRINTING & DUPLICATING	-	4.17	-	45.83	(45.83)	50.00	50.00	0.00%
531314	SMALL ITEMS OF EQUIPMENT	1,373.75	2,683.33	3,456.06	29,516.67	(26,060.61)	32,200.00	28,743.94	10.73%
531323	SUBSCRIPTIONS-TAX & LAW	-	100.00	-	1,100.00	(1,100.00)	1,200.00	1,200.00	0.00%
531324	MEMBERSHIP DUES	-	-	210.00	-	210.00	-	(210.00)	#DIV/0!
532325	REGISTRATION	-	50.83	944.00	559.17	384.83	610.00	(334.00)	154.75%
532332	MILEAGE	-	6.25	51.76	68.75	(16.99)	75.00	23.24	69.01%
532335	MEALS	-	6.25	62.54	68.75	(6.21)	75.00	12.46	83.39%
532336	LODGING	-	11.67	170.14	128.33	41.81	140.00	(30.14)	121.53%
532350	TRAINING MATERIALS	-	140.00	824.80	1,540.00	(715.20)	1,680.00	855.20	49.10%
571004	IP TELEPHONY ALLOCATION	15.25	15.25	167.75	167.75	-	183.00	15.25	91.67%
571009	MIS PC GROUP ALLOCATION	34.38	75.67	791.08	832.33	(41.25)	908.00	116.92	87.12%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	28.34	32.25	351.08	354.75	(3.67)	387.00	35.92	90.72%
591519	OTHER INSURANCE	24.65	-	197.46	-	197.46	-	(197.46)	#DIV/0!

Totals	7,760.08	9,705.00	79,089.12	106,755.00	(27,665.88)	116,460.00	37,370.88	67.91%
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Other Financing Sources (Uses)

Acct Number	Description	Current Period Actual	Current Period Budget	YTD Actual	YTD Budget	Prorated Variance	Total Budget	Annual Remaining	Percentage Of Budget
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#DIV/0!

#DIV/0!

Totals	-	-	-	-	-	-	-	-	#DIV/0!
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Total Business Unit	(3,990.02)	2,500.00	(1,416.82)	27,500.00	(28,916.82)	30,000.00	31,416.82	-4.72%
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**Report to Human Resources Committee
January 26, 2016**

Monthly Accomplishments/Goals:

- December report included

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

Central Services

- Central Services Worker – FT
- Custodian - FT
- Custodian – PT

Health Department

- Public Health Nurse (WIC/Clinic) - .8 FTE (pending Administrator approval)
- Jail/Office Licensed Practical Nurse – New .8 FTE position
- WIC Breast Feeding Peer Counselors x 2 – Occasional Part-time

Human Services

- Aging/Disability Resource Specialist I - FT
- Community Support Program I/II Professional – FT (pending Board approval)
- Child Protective Services Ongoing Professional - FT
- Group Home Worker – Occasional Part-time/Pool positions

Parks

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

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

- **Human Services** – A 3-month request for a Personal Assistant Case Manager/Family Coordinator was approved to assist with Children’s Long Term Care duties during a co-workers leave of absence.

Hiring Above Minimum Step and/or Additional Benefits.

- None to report

Accrual Carryover Summary.

- **Holiday** – 25.5 hours of holiday was carried over, affecting 4 employees. Of this, 24 hours were from employees hired in November or December and unable to use the floating holiday.
- **Random Hours** –
- **Vacation** – There was 815.50 hours of vacation approved for carryover for non-represented employees and 1039 hours attributed to Law Enforcement Union (which is allowed to carryover 40 hours). There was 232.75 hours of vacation forfeited, of which 95.25 hours in excess of 8 hours were requested, but denied. This is compared to 226.5 hours for nonrepresented and 976.75 hours for Sheriff represented that was approved for carryover into 2015. It should be noted that only 16 hours were denied in 2015. It should also be noted that this was the first year that vacation of 8 hours or less was automatically approved.

Respectively submitted,



Terri M Palm
Human Resources Director



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TERRI PALM KOSTROSKI
Director - Human Resources

KAREN MUNDT
Benefits Administrator

CASEY RADTKE
Human Resources Coordinator

KIM EGGERS
Safety Coordinator

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

Issues/Items for December, 2015:

- Personnel issues:
 - 2 performance-related concerns/investigatory issues, resulting in:
 - 1 counseling with recommended training
 - 1 verbal warning
 - 2 employee health-related concerns
 - 3 employee accommodations
 - 2 extensions of leave of absences
 - 2 terminations of employment
- Trainings
 - “Affordable Care Act Reporting Requirements” webinar presented by Associated Financial Group, December 10, 2015
- Recruitment and Retention
 - Recruited for 6 positions and received/reviewed 154 applications
 - Processed 9 new hires
 - Processed 8 employee separations/seasonal layoffs
 - Processed 1 status changes
 - Completed and/or reviewed 30 reference checks, 8 education checks and 7 caregiver background check on 13 candidates, of which 12 applicants were extended an offer and 10 applicants accepted, 1 applicant declined and 1 offer is pending.
- Employment Law and Personnel Ordinance activity
 - Computed Compensatory Payout for 225 employees, for a total of 5455.36 hours and \$140,801.14 (not including WRS and FICA)
 - Requested vacation carryover that exceeded 8 hours totaled 309 hours from 13 employees
Approval for 222 hours of vacation carryover was granted. There remains two pending requests.
 - Continued investigation of a claim of a HIPAA violation from a member of the public.
Investigation is still ongoing.
 - Monitored 66 active approved FMLA requests, both new and continuing
 - Received 2 First Report of Injuries, 1 was reportable
 - Accommodated 2 disability requests

- Safety
 - Developed a “Safety Folder” that can be accessed by anyone on our network. Information includes Safety Data Sheets, Safety Forms, Power Point presentations and over 60 “5-minute” Safety Toolbox Talks.
 - Ensured the installment of AEDs and First Aid Kits throughout County facilities.

- Miscellaneous
 - Responded to 2 Open Records request
 - Completed/updated 8 job descriptions, working toward the goal of completing job descriptions for over 200 positions

Action Items for January, 2016:

- 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 verify correct beginning accrual balances for 2016

Respectfully Submitted,



Terri M Palm
Human Resources Director