

**Agenda – Revised February 2, 2016
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549**

Thursday, February 4, 2016 @ 6:00 p.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 January 26, 2016 minutes
8. Discussion and possible action to eliminate a part-time Public Health Nurse position and create a part-time WIC Registered Dietician/Registered Nurse position at the Health Department
9. Discussion and possible action to amend Ordinance 2013-26, establish a procedure to set elected official salaries
10. Set next meeting date and agenda
11. 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
January 26, 2016 @ 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: Brian Lamers, Staci Hoffman, Terri Palm, Carla Robinson, Blair Ward.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Ward, Corporation Counsel.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Copies of the revised agenda and material provided.
7. Approval of the December 15, 2015 minutes. **Motion by J. Mode, second by G. David, to approve the December 15, 2015 minutes as printed.** Motion Carried 5:0.
8. Fourth quarter, 2015, Retirement Recognitions. Seven retirements were reviewed, having over 163 years of experience. Recognitions will be presented at the February County Board meeting.
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. Supervisor Mode discussed that the CSP I/II position is a degreed position that can provide a higher-level of care, including case management, and receives additional funding for these services. **Motion by M. Wineke, second by P. Babcock, to recommend a resolution to eliminate the full-time MHT position and create a full-time, CSP I/II position.** Motion carried 5:0.
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. Item was discussed at December 15, 2015 meeting. **Motion by P. Babcock, second by G. David, to recommend amending HR0450, Leave of Absence without Pay, authorizing the Human Resources Director or designee to approve leave of absences greater than four months.** Motion carried 5:0.
11. Discussion and possible action to amend Ordinance 2013-26, establish a procedure to set elected official salaries. Discussion regarding a "Catch-up" provision was discussed, as well as how the grade for elected officials is established and the step placement. Committee directed staff to provide several scenarios to review and scheduled a special meeting to address the issue.

12. Review of Human Resources Department monthly Financial Reports from November, 2015. T. Palm indicated there were no significant changes from the December meeting.
13. Report from Human Resources Director. The Human Resources December monthly report was included, as well as the 11 vacancy requests and 1 emergency help request. There were no employees who started above minimum step and/or benefits to report. Finally, the total number of holiday, random hours and vacation hours carried over from 2015 to 2016 was provided and included in the written report.
14. **Next Meeting date and agenda items:** Special meeting scheduled **Thursday, February 4, 2016, at 6:00pm.** Agenda to include discussion and possible recommendation to amend Ordinance 2013-26, establish a procedure to set elected official salaries. Regular scheduled meeting set for **Tuesday, February 16, 2016 @ 8:30am.** Agenda to include a recommendation of salaries for 2017 – 2020 for the elected official positions of County Clerk, Register of Deeds and Treasurer.
15. Adjournment: **Motion by G. David to adjourn, second by P. Babcock.** Motion Carried 5:0. Meeting adjourned at 9:40a.m.

RESOLUTION NO. 2015-____

Eliminate a vacant, part-time Public Health Nurse position and create a part-time WIC Registered Dietician/Registered Nurse position at the Health Department

Executive Summary

Jefferson County Health Department offers the WIC program to assist pregnant woman, infants and children to stay healthy. The purpose of the program is to promote and maintain the health and well-being of nutritionally at-risk pregnant, breastfeeding and postpartum women; infants; and children. Traditionally, a part-time Public Health Nurse fulfilled the duties and responsibilities required of the WIC program. At that time, Personal Care duties were also assigned to the position. However, with the elimination of the Personal Care program in March, 2015 and the upcoming vacancy of the position, it is in the best interest of the program and the individuals served to fill the position with a Registered Dietician if possible. A Registered Dietitian is a professional who is specifically trained in the areas needed for the position. If a qualified Registered Dietitian cannot be hired, a Bachelors Registered Nurse may also be qualified to perform these duties.

The Director/Health Officer is requesting the elimination of one vacant, part-time Public Health Nurse and the creation of one *non-exempt*, part-time WIC Registered Dietician/Registered Nurse position. This position would allow the Health Department to fill the position with either a Registered Dietitian or a Bachelor's Registered Nurse, depending on the qualifications of the candidates.

WHEREAS, the Director/Health Officer requests, and the Human Resources Committee recommends, the elimination of one vacant, part-time Public Health Nurse position and the creation of one non-exempt, part-time WIC Registered Dietitian/Registered Nurse position to provide the specific nutritional needs to women, children and infants in the WIC program.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations and funding at the Health Department be and is hereby amended to reflect the above change, to become **effective March 19, 2016**.

Fiscal Note: It is not anticipated that there will be a difference of cost between a part-time Public Health Nurse position and a part-time WIC Registered Dietitian/Registered Nurse position. In addition, the WIC Program is 100% funded with Federal and State funding. Therefore, no additional tax levy is required.

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

02-09-16

Terri M. Palm: 02-03-16

REVIEWED: 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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Charles.carlson@carlsondettmann.com
Katie.mccloskey@carlsondettmann.com

JEFFERSON COUNTY
2013 STRUCTURE - HOURLY FORMAT

| Grade | Minimum | | | | | Control Point | | | | | Maximum |
|-------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| | 87.5% Step 1 | 90.0% Step 2 | 92.5% Step 3 | 95.0% Step 4 | 97.5% Step 5 | 100.0% Step 6 | 102.5% Step 7 | 105.0% Step 8 | 107.5% Step 9 | 110.0% Step 10 | 112.5% 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 |

JEFFERSON COUNTY

December 28, 2014 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 | \$ 48.73 | \$ 50.13 | \$ 51.51 | \$ 52.90 | \$ 54.30 | \$ 55.69 | \$ 57.09 | \$ 58.48 | \$ 59.87 | \$ 61.26 | \$ 62.65 | |
| 21 | \$ 46.99 | \$ 48.32 | \$ 49.66 | \$ 51.01 | \$ 52.35 | \$ 53.69 | \$ 55.03 | \$ 56.38 | \$ 57.72 | \$ 59.06 | \$ 60.41 | |
| 20 | \$ 45.22 | \$ 46.51 | \$ 47.80 | \$ 49.10 | \$ 50.39 | \$ 51.68 | \$ 52.97 | \$ 54.27 | \$ 55.56 | \$ 56.85 | \$ 58.15 | |
| 19 | \$ 43.47 | \$ 44.71 | \$ 45.96 | \$ 47.20 | \$ 48.44 | \$ 49.68 | \$ 50.92 | \$ 52.17 | \$ 53.41 | \$ 54.65 | \$ 55.89 | |
| 18 | \$ 41.72 | \$ 42.91 | \$ 44.11 | \$ 45.30 | \$ 46.49 | \$ 47.68 | \$ 48.87 | \$ 50.07 | \$ 51.26 | \$ 52.45 | \$ 53.64 | |
| 17 | \$ 39.97 | \$ 41.11 | \$ 42.25 | \$ 43.39 | \$ 44.53 | \$ 45.67 | \$ 46.81 | \$ 47.95 | \$ 49.10 | \$ 50.24 | \$ 51.38 | |
| 16 | \$ 38.22 | \$ 39.31 | \$ 40.40 | \$ 41.49 | \$ 42.58 | \$ 43.67 | \$ 44.76 | \$ 45.85 | \$ 46.94 | \$ 48.04 | \$ 49.14 | |
| 15 | \$ 36.46 | \$ 37.50 | \$ 38.55 | \$ 39.59 | \$ 40.63 | \$ 41.67 | \$ 42.71 | \$ 43.75 | \$ 44.79 | \$ 45.84 | \$ 46.88 | |
| 14 | \$ 34.71 | \$ 35.70 | \$ 36.69 | \$ 37.69 | \$ 38.68 | \$ 39.67 | \$ 40.66 | \$ 41.65 | \$ 42.65 | \$ 43.64 | \$ 44.63 | |
| 13 | \$ 32.96 | \$ 33.90 | \$ 34.83 | \$ 35.78 | \$ 36.72 | \$ 37.66 | \$ 38.60 | \$ 39.54 | \$ 40.49 | \$ 41.43 | \$ 42.37 | |
| 12 | \$ 31.21 | \$ 32.10 | \$ 32.99 | \$ 33.88 | \$ 34.77 | \$ 35.66 | \$ 36.55 | \$ 37.45 | \$ 38.34 | \$ 39.23 | \$ 40.12 | |
| 11 | \$ 29.45 | \$ 30.30 | \$ 31.14 | \$ 31.98 | \$ 32.83 | \$ 33.66 | \$ 34.50 | \$ 35.35 | \$ 36.19 | \$ 37.03 | \$ 37.88 | |
| 10 | \$ 27.70 | \$ 28.50 | \$ 29.29 | \$ 30.08 | \$ 30.88 | \$ 31.66 | \$ 32.45 | \$ 33.25 | \$ 34.04 | \$ 34.83 | \$ 35.62 | |
| 9 | \$ 25.95 | \$ 26.68 | \$ 27.43 | \$ 28.17 | \$ 28.92 | \$ 29.65 | \$ 30.39 | \$ 31.14 | \$ 31.88 | \$ 32.62 | \$ 33.36 | |
| 8 | \$ 24.20 | \$ 24.89 | \$ 25.58 | \$ 26.27 | \$ 26.97 | \$ 27.65 | \$ 28.34 | \$ 29.04 | \$ 29.72 | \$ 30.42 | \$ 31.11 | |
| 7 | \$ 22.45 | \$ 23.09 | \$ 23.74 | \$ 24.37 | \$ 25.02 | \$ 25.65 | \$ 26.30 | \$ 26.94 | \$ 27.58 | \$ 28.22 | \$ 28.87 | |
| 6 | \$ 20.69 | \$ 21.29 | \$ 21.88 | \$ 22.47 | \$ 23.06 | \$ 23.65 | \$ 24.25 | \$ 24.84 | \$ 25.43 | \$ 26.02 | \$ 26.61 | |
| 5 | \$ 18.94 | \$ 19.48 | \$ 20.02 | \$ 20.56 | \$ 21.10 | \$ 21.64 | \$ 22.19 | \$ 22.73 | \$ 23.27 | \$ 23.81 | \$ 24.35 | |
| 4 | \$ 17.19 | \$ 17.69 | \$ 18.17 | \$ 18.66 | \$ 19.15 | \$ 19.64 | \$ 20.14 | \$ 20.62 | \$ 21.12 | \$ 21.61 | \$ 22.10 | |
| 3 | \$ 15.21 | \$ 15.64 | \$ 16.08 | \$ 16.51 | \$ 16.95 | \$ 17.38 | \$ 17.82 | \$ 18.25 | \$ 18.69 | \$ 19.12 | \$ 19.55 | |
| 2 | \$ 13.46 | \$ 13.85 | \$ 14.23 | \$ 14.61 | \$ 15.00 | \$ 15.38 | \$ 15.77 | \$ 16.15 | \$ 16.53 | \$ 16.92 | \$ 17.30 | |
| 1 | \$ 11.92 | \$ 12.25 | \$ 12.59 | \$ 12.94 | \$ 13.27 | \$ 13.61 | \$ 13.96 | \$ 14.29 | \$ 14.63 | \$ 14.98 | \$ 15.32 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |

JEFFERSON COUNTY

December 27, 2015 PAY 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 | \$ 49.22 | \$ 50.63 | \$ 52.03 | \$ 53.43 | \$ 54.84 | \$ 56.25 | \$ 57.66 | \$ 59.06 | \$ 60.47 | \$ 61.87 | \$ 63.28 | |
| 21 | \$ 47.46 | \$ 48.80 | \$ 50.16 | \$ 51.52 | \$ 52.87 | \$ 54.23 | \$ 55.58 | \$ 56.94 | \$ 58.30 | \$ 59.65 | \$ 61.01 | |
| 20 | \$ 45.67 | \$ 46.98 | \$ 48.28 | \$ 49.59 | \$ 50.89 | \$ 52.20 | \$ 53.50 | \$ 54.81 | \$ 56.12 | \$ 57.42 | \$ 58.73 | |
| 19 | \$ 43.90 | \$ 45.16 | \$ 46.42 | \$ 47.67 | \$ 48.92 | \$ 50.18 | \$ 51.43 | \$ 52.69 | \$ 53.94 | \$ 55.20 | \$ 56.45 | |
| 18 | \$ 42.14 | \$ 43.34 | \$ 44.55 | \$ 45.75 | \$ 46.95 | \$ 48.16 | \$ 49.36 | \$ 50.57 | \$ 51.77 | \$ 52.97 | \$ 54.18 | |
| 17 | \$ 40.37 | \$ 41.52 | \$ 42.67 | \$ 43.82 | \$ 44.98 | \$ 46.13 | \$ 47.28 | \$ 48.43 | \$ 49.59 | \$ 50.74 | \$ 51.89 | |
| 16 | \$ 38.60 | \$ 39.70 | \$ 40.80 | \$ 41.90 | \$ 43.01 | \$ 44.11 | \$ 45.21 | \$ 46.31 | \$ 47.41 | \$ 48.52 | \$ 49.63 | |
| 15 | \$ 36.82 | \$ 37.88 | \$ 38.94 | \$ 39.99 | \$ 41.04 | \$ 42.09 | \$ 43.14 | \$ 44.19 | \$ 45.24 | \$ 46.30 | \$ 47.35 | |
| 14 | \$ 35.06 | \$ 36.06 | \$ 37.06 | \$ 38.07 | \$ 39.07 | \$ 40.07 | \$ 41.07 | \$ 42.07 | \$ 43.08 | \$ 44.08 | \$ 45.08 | |
| 13 | \$ 33.29 | \$ 34.24 | \$ 35.18 | \$ 36.14 | \$ 37.09 | \$ 38.04 | \$ 38.99 | \$ 39.94 | \$ 40.89 | \$ 41.84 | \$ 42.79 | |
| 12 | \$ 31.52 | \$ 32.42 | \$ 33.32 | \$ 34.22 | \$ 35.12 | \$ 36.02 | \$ 36.92 | \$ 37.82 | \$ 38.72 | \$ 39.62 | \$ 40.52 | |
| 11 | \$ 29.74 | \$ 30.60 | \$ 31.45 | \$ 32.30 | \$ 33.16 | \$ 34.00 | \$ 34.85 | \$ 35.70 | \$ 36.55 | \$ 37.40 | \$ 38.26 | |
| 10 | \$ 27.98 | \$ 28.79 | \$ 29.58 | \$ 30.38 | \$ 31.19 | \$ 31.98 | \$ 32.77 | \$ 33.58 | \$ 34.38 | \$ 35.18 | \$ 35.98 | |
| 9 | \$ 26.21 | \$ 26.95 | \$ 27.70 | \$ 28.45 | \$ 29.21 | \$ 29.95 | \$ 30.69 | \$ 31.45 | \$ 32.20 | \$ 32.95 | \$ 33.69 | |
| 8 | \$ 24.44 | \$ 25.14 | \$ 25.84 | \$ 26.53 | \$ 27.24 | \$ 27.93 | \$ 28.62 | \$ 29.33 | \$ 30.02 | \$ 30.72 | \$ 31.42 | |
| 7 | \$ 22.67 | \$ 23.32 | \$ 23.98 | \$ 24.61 | \$ 25.27 | \$ 25.91 | \$ 26.56 | \$ 27.21 | \$ 27.86 | \$ 28.50 | \$ 29.16 | |
| 6 | \$ 20.90 | \$ 21.50 | \$ 22.10 | \$ 22.69 | \$ 23.29 | \$ 23.89 | \$ 24.49 | \$ 25.09 | \$ 25.68 | \$ 26.28 | \$ 26.88 | |
| 5 | \$ 19.13 | \$ 19.67 | \$ 20.22 | \$ 20.77 | \$ 21.31 | \$ 21.86 | \$ 22.41 | \$ 22.96 | \$ 23.50 | \$ 24.05 | \$ 24.59 | |
| 4 | \$ 17.36 | \$ 17.87 | \$ 18.35 | \$ 18.85 | \$ 19.34 | \$ 19.84 | \$ 20.34 | \$ 20.83 | \$ 21.33 | \$ 21.83 | \$ 22.32 | |
| 3 | \$ 15.36 | \$ 15.80 | \$ 16.24 | \$ 16.68 | \$ 17.12 | \$ 17.55 | \$ 18.00 | \$ 18.43 | \$ 18.88 | \$ 19.31 | \$ 19.75 | |
| 2 | \$ 13.59 | \$ 13.99 | \$ 14.37 | \$ 14.76 | \$ 15.15 | \$ 15.53 | \$ 15.93 | \$ 16.31 | \$ 16.70 | \$ 17.09 | \$ 17.47 | |
| 1 | \$ 12.04 | \$ 12.37 | \$ 12.72 | \$ 13.07 | \$ 13.40 | \$ 13.75 | \$ 14.10 | \$ 14.43 | \$ 14.78 | \$ 15.13 | \$ 15.47 | |
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |

| STEP 6 | Current | 2017 | 2018 | 2019 | 2020 | |
|-------------------|----------------|--------------|--------------|--------------|--------------|---------------|
| County Clerk | 35.15 | 36.02 | 36.02 | 36.02 | 36.02 | |
| | | 2.475% | 0.000% | 0.000% | 0.000% | 2.475% |
| | | \$ 74,921.60 | \$ 74,921.60 | \$ 74,921.60 | \$ 74,921.60 | \$ 299,686.40 |
| Register of Deeds | 30.11 | 31.98 | 31.98 | 31.98 | 31.98 | |
| | | 6.211% | 0.000% | 0.000% | 0.000% | 6.211% |
| | | \$ 66,518.40 | \$ 66,518.40 | \$ 66,518.40 | \$ 66,518.40 | \$ 266,073.60 |
| Treasurer | 30.78 | 31.98 | 31.98 | 31.98 | 31.98 | |
| | | 3.899% | 0.000% | 0.000% | 0.000% | 3.899% |
| | | \$ 66,518.40 | \$ 66,518.40 | \$ 66,518.40 | \$ 66,518.40 | \$ 266,073.60 |

| STEP 7 | Current | 2017 | 2018 | 2019 | 2020 | |
|-------------------|----------------|--------------|--------------|--------------|--------------|---------------|
| County Clerk | 35.15 | 36.92 | 36.92 | 36.92 | 36.92 | |
| | | 5.036% | 0.000% | 0.000% | 0.000% | 5.036% |
| | | \$ 76,793.60 | \$ 76,793.60 | \$ 76,793.60 | \$ 76,793.60 | \$ 307,174.40 |
| Register of Deeds | 30.11 | 32.77 | 32.77 | 32.77 | 32.77 | |
| | | 8.834% | 0.000% | 0.000% | 0.000% | 8.834% |
| | | \$ 68,161.60 | \$ 68,161.60 | \$ 68,161.60 | \$ 68,161.60 | \$ 272,646.40 |
| Treasurer | 30.78 | 32.77 | 32.77 | 32.77 | 32.77 | |
| | | 6.465% | 0.000% | 0.000% | 0.000% | 6.465% |
| | | \$ 68,161.60 | \$ 68,161.60 | \$ 68,161.60 | \$ 68,161.60 | \$ 272,646.40 |

| STEP 8 | Current | 2017 | 2018 | 2019 | 2020 | |
|-------------------|----------------|--------------|--------------|--------------|--------------|---------------|
| County Clerk | 35.15 | 37.82 | 37.82 | 37.82 | 37.82 | |
| | | 7.596% | 0.000% | 0.000% | 0.000% | 7.596% |
| | | \$ 78,665.60 | \$ 78,665.60 | \$ 78,665.60 | \$ 78,665.60 | \$ 314,662.40 |
| Register of Deeds | 30.11 | 33.58 | 33.58 | 33.58 | 33.58 | |
| | | 11.524% | 0.000% | 0.000% | 0.000% | 11.524% |
| | | \$ 69,846.40 | \$ 69,846.40 | \$ 69,846.40 | \$ 69,846.40 | \$ 279,385.60 |
| Treasurer | 30.78 | 33.58 | 33.58 | 33.58 | 33.58 | |
| | | 9.097% | 0.000% | 0.000% | 0.000% | 9.097% |
| | | \$ 69,846.40 | \$ 69,846.40 | \$ 69,846.40 | \$ 69,846.40 | \$ 279,385.60 |

**1% Each Year
Step 6**

| | Current | 2017 | 2018 | 2019 | 2020 | Cumulative |
|-------------------|----------|--------------------|--------------------|--------------------|--------------------|--------------------------|
| County Clerk | \$ 35.15 | \$ 36.38 3.500% | \$ 36.74 1.000% | \$ 37.11 1.000% | \$ 37.48 1.000% | 6.636% \$ 307,253.86 |
| Register of Deeds | \$ 30.11 | \$ 32.30 7.273% | \$ 32.62 1.000% | \$ 32.95 1.000% | \$ 33.28 1.000% | 10.523% \$ 272,792.29 |
| Treasurer | \$ 30.78 | \$ 32.30 4.938% | \$ 32.62 1.000% | \$ 32.95 1.000% | \$ 33.28 1.000% | 8.117% \$ 272,792.29 |

**1% Each Year
Step 7**

| | Current | 2017 | 2018 | 2019 | 2020 | Cumulative |
|-------------------|----------|--------------------|--------------------|--------------------|--------------------|--------------------------|
| County Clerk | \$ 35.15 | \$ 37.29 6.086% | \$ 37.66 1.000% | \$ 38.04 1.000% | \$ 38.42 1.000% | 9.300% \$ 314,930.94 |
| Register of Deeds | \$ 30.11 | \$ 33.10 9.923% | \$ 33.43 1.000% | \$ 33.76 1.000% | \$ 34.10 1.000% | 13.253% \$ 279,531.06 |
| Treasurer | \$ 30.78 | \$ 33.10 7.530% | \$ 33.43 1.000% | \$ 33.76 1.000% | \$ 34.10 1.000% | 10.788% \$ 279,531.06 |

**1% Each Year
Step 8**

| | Current | 2017 | 2018 | 2019 | 2020 | Cumulative |
|-------------------|----------|---------------------|--------------------|--------------------|--------------------|--------------------------|
| County Clerk | \$ 35.15 | \$ 38.20 8.672% | \$ 38.58 1.000% | \$ 38.97 1.000% | \$ 39.36 1.000% | 11.965% \$ 322,608.02 |
| Register of Deeds | \$ 30.11 | \$ 33.92 12.640% | \$ 34.25 1.000% | \$ 34.60 1.000% | \$ 34.94 1.000% | 16.053% \$ 286,440.44 |
| Treasurer | \$ 30.78 | \$ 33.92 10.188% | \$ 34.25 1.000% | \$ 34.60 1.000% | \$ 34.94 1.000% | 13.527% \$ 286,440.44 |