

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

Thursday, June 9, 2016 @ 8:00a.m.

Committee Members: James Braughler, Greg David, Jim Mode, Michael Wineke, Lloyd Zastrow

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. Approval of May 4, 2016 minutes
7. Communications
8. Discussion and possible action to create a full-time Comprehensive Community Services Facilitator/Transition Specialist position at Human Services
9. Discussion and possible action to implement the reclassification results for the Economic Development Director prior to January 1, per Personnel Ordinance HR0210B, Amendment and Maintenance of the Classification Plan
10. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee during the closed session.*
11. Reconvene into open session for consideration and possible action regarding items discussed in closed session and consideration of additional agenda items
12. Review of April, 2016 Monthly Financial Report
13. Report from Human Resources Director:
 - a. May monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
14. Adjournment

Next scheduled meeting: Tuesday, June 21, 2016 at 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
May 4, 2016 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Director, Terri Palm, at 8:00 am.
2. Roll Call: Present: Jim Braugher, Jim Mode, Greg David and Lloyd Zastrow. Absent: Michael Wineke. Others present: Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, J. Blair Ward, Ben Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Election of Chair. J. Mode nominated and motioned J. Braugher for Chair, second by G. David. Motion carried 4:0. Election of Vice Chair. G. David nominated and motioned for J. Mode for Vice Chair, second by L. Zastrow. Motion carried 4:0. Election of Secretary. J. Mode nominated and motioned G. David for Secretary, second by J. Braugher. Motion carried 4:0.
5. Review of Agenda: Reviewed with no changes.
6. Citizen Comment: None.
7. Approval of the March 15, 2016 minutes. **Motion by G. David, second by J. Mode, to approve the March 15, 2016 minutes as printed.** Motion Carried 3:0 and 1 abstain (L. Zastrow).
8. Communications: Copies of revised draft resolutions provided.
9. Discussion and possible action to create a full-time Comprehensive Community Services (CCS) Facilitator position and create a full-time Behavioral Health Specialist-Psychotherapist (BHS) position at Human Services. K. Cauley provided information on the need of these positions to assist with opiate issues in Jefferson County and the long-term cost of not addressing the issue. **Motion by J. Mode, second by G. David, to recommend to County Board the creation of one full-time CCS position and one full-time BHS position at Human Services.** Motion carried 4:0.
10. Discussion and possible action to eliminate two part-time Group Home Worker positions (one currently vacant) and create one full-time Group Home Worker position at Human Services. K. Cauley gave a brief explanation on the Group Home, operating 24/7, and the services the workers provide. **Motion by L. Zastrow, second by G. David, to recommend to County Board the elimination of two part-time Group Home Workers and the creation of one full-time Group Home Worker at Human Services.** Motion carried 4:0.
11. Discussion and possible action to create one full-time Business Relations and Marketing Manager at Economic Development. B. Wehmeier provided background on the feasibility study, the 5-year capital campaign, and the working relationship with the Watertown Economic

Development Organization (WEDO). The creation of the position is contingent on WEDO approving supporting the transition and contributing \$60,000 for the position in 2016. G. David expressed concern about relying on the success of the 5-year capital campaign but would support the position. **Motion by J. Mode, second by L. Zastrow, to recommend to County Board the creation of one full-time Business Relations and Marketing Manager at Economic Development.** Motion carried 4:0.

12. Discussion and possible action establishing non-classified pay rates for 2017. Information provided on current rates. HR Director plans on gathering input from department heads. No action taken at this time. Item will be addressed at a future meeting.
13. Discussion and assigning future agenda items on Task Force assignments. T. Palm reviewed the items the Task Force requested HR Committee/Departments to, including reviewing Human Resources policy and operations in classification and compensation, Enterprise Resources Planning software technology options, professional development and training opportunities, recruitment and retention strategies and succession planning strategies.
14. Review of March, 2016 Human Resources Monthly Financial Report. T. Palm reviewed any line items exceeding 25% and explained that the majority is due to purchases being allocated 100% and no further expenditures are expected in 2016. However, committee was informed that the Position Classification line item will be over. There is budget for 15 new positions/reclassification and 6 new positions have already been reviewed (including positions being evaluated at time of vacancy). There also were 17 reclassification requests that need review. The typical number of reclassification requests is 8 – 10. This does not include new position requests that may occur with the 2017 budget process.
15. Report from Human Resources Director. The Human Resources March and April, 2016 monthly reports were included, as well as the 14 vacancy requests and 1 emergency help request. There was one Behavioral Health Specialist who achieved licensure and was awarded an additional 3 steps, as well as the hiring of a Circuit Court Commissioner position, who is eligible to move to sept 2 or 3 of the appropriate pay grade based on meeting/exceeding expectations at 6 months. The Circuit Court Commissioner also will receive 40 hours of random hours verses the traditional prorated 40-hours. Also reported were one leave of absence request approved and the status of the reclassification requests.
16. Set the 2016-2017 Human Resources Committee schedule and agenda items for the next meeting. Committee will continue with the third Tuesday of the month. Agenda items to include review of the 2017 non-classified pay rates. **Next Meeting date tentatively scheduled for May 17, 2016 at 8:00am and Tuesday, June 21, 2016.** Note: G. David is not available for the June 21, 2016 meeting.
17. Adjournment: **Motion by J. Mode, second by G. David to adjourn.** Motion Carried 4:0. Meeting adjourned at 8:54a.m.

RESOLUTION NO. 2016 - _____

Resolution creating a full-time Comprehensive Community Services Facilitator/Transition Specialist position at Human Services

Executive Summary

The Wisconsin's Project YES (Youth Empowerment Solutions) is a Substance Abuse and Mental Health Services Administration (SAMHSA) federal grant. The objective of Project YES, previously referred to as the "Now is the Time" Health Transitions grant, provides services and supports to address serious mental health conditions, co-occurring disorders and at-risk for developing serious mental health conditions among youth and young adults, 16 – 25 years old. Specifically, the program provides screening and detection, outreach and engagement, referrals to treatment, coordination of care and trauma-informed treatment for this age group, as well as increases awareness throughout the community. The goal is to keep young people from "falling through the cracks", particularly after they leave high school.

In Jefferson County, about 14.4% of the population is youth between the ages of 16 – 25, or about 12,060 residents. Data shows that an estimated 30% of these young adults are affected by a mental illness every year, or about 3,618 young adults, many who are also homeless. As outreach continues to be a major focus of Project YES and referral numbers continue to increase, the Human Services Director is requesting an additional Comprehensive Community Services Facilitator/Transition Specialist (CCS/Transition Specialist) to serve the increasing number of youth and young adults seeking support services in Jefferson County. The CCS/Transition Specialist provides outreach and engagement activities with youth and young adults diagnosed with Mental Health and/or Chemical Dependency disorders and provides screening and support services to the youth served by Project YES. Furthermore, the Wisconsin Department of Health Services (DHS), on behalf of the Division of Mental Health and Substance Abuse Services, will amend the current contract between DHS and Jefferson County Human Services Department (JCHSD) to include monies to fund one additional CCS/Transition Specialist.

On Thursday, June 9, 2016, the Human Resources Committee met to consider the request of the Human Services Director to create a full-time CCS/Transition Specialist position. In consideration of the increasing number of youth and young adults in Jefferson County that are struggling with mental health issues, and the availability of funds through SAMHSA, the Human Resources Committee is recommending the creation of a full-time CCS/Transition Specialist position.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Jefferson County has over 3,600 youth and young adults between the ages of 16 – 25 that are struggling with mental health issues, and

WHEREAS, the Human Services Director is requesting the creation of one full-time CCS/Transition Specialist position to address the mental health needs of these youth and young adults, and

WHEREAS, the Human Resources Committee recommends the creation of one full-time CCS/Transition Specialist position, with the acceptance of the grant funding, effective immediately upon passage.

NOW, THEREFORE, BE IT RESOLVED that a full-time Comprehensive Community Services Facilitator/Transition Specialist position at Human Services is authorized and the 2016 County Budget setting forth position allocations in the Human Services Department be and is hereby amended to authorize funding for this position through an increase of SAMHSA grant funding.

Fiscal Note: The annual cost for a full-time CCS/Transition Specialist position is \$51,900 for wages and \$26,000 for fringe benefits, or \$77,900 total. The Project YES amended contract between DSH and JCHSD provides an additional \$162,416: \$66,626 for the CCS/Transition Specialist position, of which \$62,793 is for salary and benefits and \$3,833 for training, travel and supplies; \$75,810 for psychosocial rehabilitation and outpatient therapy services for uninsured/underinsured youth and young adults; and, \$19,980 for anti-stigma event planning for four events. The remaining \$15,107 needed for salary and benefits will be funded through other grant activities. Therefore, no additional tax-levy is required. As a budget amendment, 20 affirmative votes are required for passage.

Ayes:_____ Noes:_____ Abstain:_____ Absent:_____ Vacant:_____

Requested by Human Resources Committee

06-14-16

Terri M Palm-Kostroski: 06-08-16

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

RESOLUTION NO. 2016 - _____

Resolution reclassifying the Economic Development Director position to the Economic Development Consortium Executive Director position in the Economic Development Department

Executive Summary

The Jefferson County Economic Development Consortium (JCEDC) has been reviewing the process by which it provides services to the County and the greater region. Over the course of the last six months, it has been determined that the organization needs to transform and become in line with best management practices, which includes greater engagement with the private sector. It was determined that a merger between the Watertown Economic Development Organization (WEDO) and the JCEDC could accomplish this by reducing duplication of services, allowing economic development functions to be done in a cost effective manner, and enhancing services provided to communities and the private sector.

It was further determined that the additional duties and accountabilities needed to successfully lead the development and implementation of the organizations five-year strategic plan would need to be assigned to the current Economic Development Director position. This reassignment of duties will result in a higher grade classification and a new job title of Economic Development Consortium Executive Director.

On Thursday, June 9, 2016, the Human Resources Committee met to review the results of the reclassification. In consideration that the County will need to recruit for a new Economic Development Director immediately, the Committee is recommending that the reclassification of the position be implemented effective June 26, 2016, prior to the standard January 1 implementation date. This would allow the County to recruit for an Economic Development Consortium Executive Director at the higher salary range, which is also more comparable to the market for similar positions.

WHEREAS, the Executive Summary is hereby incorporated by reference into this resolution, and

WHEREAS, Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, states that “reclassifications, grade reassignments or job title changes shall be effective January 1 of the succeeding year, unless otherwise recommended and approved by the Board of Supervisors,” and

WHEREAS, the County currently needs to recruit for a new Economic Development Director, and

WHEREAS, the County Administrator and the Human Resources Committee recommend reclassification of the Economic Development Director position to an Economic Development Consortium Executive Director position, effective June 26, 2016.

NOW, THEREFORE, BE IT RESOLVED that the 2016 County Budget setting forth position allocations in the Economic Development Department be and is hereby amended to reflect the above change by reclassifying the current Economic Development Director position to an Economic Development Consortium Executive Director position.

Fiscal Note: The anticipated annual increase in cost will be \$12,750 in salary and \$1,870 in fringe benefits. The remaining additional cost in 2016 is anticipated to be \$6,375 in salary and \$935 in fringe benefits. Sufficient funds are available in the Economic Development Department budget and, therefore, no additional funds are required to implement this change effective June 26, 2016. As a budget amendment, 20 affirmative votes are required for passage.

Ayes: _____ Noes: _____ Abstain: _____ Absent: _____ Vacant: _____

Requested by Human Resources Committee

06-14-16

Terri M Palm-Kostroski: 06-07-16

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

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

DRAFT

Human Resources
41

Date Ran 5/23/2016
Period 4
Year 2016

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	(34,232.83)	(34,232.83)	(136,931.32)	(136,931.33)	0.01	(410,794.00)	(273,862.68)	33.33%
451002	PRIVATE PARTY PHOTOCOPY	-	(1.67)	-	(6.67)	6.67	(20.00)	(20.00)	0.00%
451034	BADGE REPLACEMENT FEE	-	(2.50)	(3.00)	(10.00)	7.00	(30.00)	(27.00)	10.00%
Totals		(34,232.83)	(34,237.00)	(136,934.32)	(136,948.00)	13.68	(410,844.00)	(273,909.68)	33.33%

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	11,662.02	16,738.17	45,394.01	66,952.67	(21,558.66)	200,858.00	155,463.99	22.60%
511210	WAGES-REGULAR	2,907.80	-	10,980.20	-	10,980.20	-	(10,980.20)	#DIV/0!
511310	WAGES-SICK LEAVE	125.07	-	158.39	-	158.39	-	(158.39)	#DIV/0!
511320	WAGES-VACATION PAY	233.68	-	3,014.08	-	3,014.08	-	(3,014.08)	#DIV/0!
511330	WAGES-LONGEVITY PAY	-	20.75	-	83.00	(83.00)	249.00	249.00	0.00%
511340	WAGES-HOLIDAY PAY	-	-	2,044.12	-	2,044.12	-	(2,044.12)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP	225.74	-	654.93	-	654.93	-	(654.93)	#DIV/0!
512141	SOCIAL SECURITY	1,076.99	1,258.17	4,501.80	5,032.67	(530.87)	15,098.00	10,596.20	29.82%
512142	RETIREMENT (EMPLOYER)	1,000.18	1,106.08	4,108.49	4,424.33	(315.84)	13,273.00	9,164.51	30.95%
512144	HEALTH INSURANCE	4,690.65	4,485.08	17,043.23	17,940.33	(897.10)	53,821.00	36,777.77	31.67%
512145	LIFE INSURANCE	3.62	3.92	13.08	15.67	(2.59)	47.00	33.92	27.83%
512150	FSA CONTRIBUTION	-	62.50	750.00	250.00	500.00	750.00	-	100.00%
512173	DENTAL INSURANCE	270.00	270.00	972.02	1,080.00	(107.98)	3,240.00	2,267.98	30.00%
521218	ARBITRATOR	-	66.67	-	266.67	(266.67)	800.00	800.00	0.00%
521219	OTHER PROFESSIONAL SERV	1,133.00	1,620.75	4,268.00	6,483.00	(2,215.00)	19,449.00	15,181.00	21.94%
521220	CONSULTANT	-	416.67	-	1,666.67	(1,666.67)	5,000.00	5,000.00	0.00%
521225	SECTION 125	1,745.06	1,855.33	10,781.18	7,421.33	3,359.85	22,264.00	11,482.82	48.42%
521226	ERGONOMICS	-	20.83	-	83.33	(83.33)	250.00	250.00	0.00%
521227	POSITION CLASSIFICATIONS	-	312.50	1,500.00	1,250.00	250.00	3,750.00	2,250.00	40.00%
521228	LABOR NEGOTIATIONS	-	2,083.33	-	8,333.33	(8,333.33)	25,000.00	25,000.00	0.00%
521229	RECRUITMENT RELATED	64.00	83.33	760.14	333.33	426.81	1,000.00	239.86	76.01%
521296	COMPUTER SUPPORT	-	350.83	4,194.29	1,403.33	2,790.96	4,210.00	15.71	99.63%
531303	COMPUTER EQUIPMT & SOFTW	-	125.00	1,868.46	500.00	1,368.46	1,500.00	(368.46)	124.56%
531311	POSTAGE & BOX RENT	26.50	25.00	125.29	100.00	25.29	300.00	174.71	41.76%
531312	OFFICE SUPPLIES	291.54	60.83	373.95	243.33	130.62	730.00	356.05	51.23%
531313	PRINTING & DUPLICATING	122.17	83.33	354.17	333.33	20.84	1,000.00	645.83	35.42%
531323	SUBSCRIPTIONS-TAX & LAW	229.00	133.33	229.00	533.33	(304.33)	1,600.00	1,371.00	14.31%
531324	MEMBERSHIP DUES	-	42.50	195.00	170.00	25.00	510.00	315.00	38.24%

531357	EMPLOYEE RECOGNITION	-	500.00	305.69	2,000.00	(1,694.31)	6,000.00	5,694.31	5.09%
532325	REGISTRATION	240.00	143.75	1,334.00	575.00	759.00	1,725.00	391.00	77.33%
532332	MILEAGE	-	36.08	129.67	144.33	(14.66)	433.00	303.33	29.95%
532334	COMMERCIAL TRAVEL	-	41.67	-	166.67	(166.67)	500.00	500.00	0.00%
532335	MEALS	-	25.58	48.03	102.33	(54.30)	307.00	258.97	15.64%
532336	LODGING	82.00	171.33	410.00	685.33	(275.33)	2,056.00	1,646.00	19.94%
532339	OTHER TRAVEL & TOLLS	-	15.83	-	63.33	(63.33)	190.00	190.00	0.00%
532350	TRAINING MATERIALS	638.12	1,958.33	3,961.30	7,833.33	(3,872.03)	23,500.00	19,538.70	16.86%
533225	TELEPHONE & FAX	3.86	5.83	19.05	23.33	(4.28)	70.00	50.95	27.21%
571004	IP TELEPHONY ALLOCATION	49.58	49.58	198.32	198.33	(0.01)	595.00	396.68	33.33%
571005	DUPLICATING ALLOCATION	37.50	37.50	150.00	150.00	-	450.00	300.00	33.33%
571009	MIS PC GROUP ALLOCATION	481.25	481.25	1,925.00	1,925.00	-	5,775.00	3,850.00	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	201.08	201.08	804.32	804.33	(0.01)	2,413.00	1,608.68	33.33%
591519	OTHER INSURANCE	87.31	94.25	349.30	377.00	(27.70)	1,131.00	781.70	30.88%

Totals	27,627.72	34,987.00	123,918.51	139,948.00	(16,029.49)	419,844.00	295,925.49	29.52%
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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		(6,605.11)	750.00	(13,015.81)	3,000.00	(16,015.81)	9,000.00	22,015.81	

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	(3,691.08)	(3,691.08)	(14,764.32)	(14,764.33)	0.01	(44,293.00)	(29,528.68)	33.33%
474106	INTERGOVT SHARED SERVICES	-	(3,556.67)	(6,470.41)	(14,226.67)	7,756.26	(42,680.00)	(36,209.59)	15.16%
Totals		(3,691.08)	(7,247.75)	(21,234.73)	(28,991.00)	7,756.27	(86,973.00)	(65,738.27)	24.42%

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	3,979.51	4,656.50	16,952.70	18,626.00	(1,673.30)	55,878.00	38,925.30	30.34%
511310	WAGES-SICK LEAVE	212.24	-	444.38	-	444.38	-	(444.38)	#DIV/0!
511320	WAGES-VACATION PAY	185.71	-	391.32	-	391.32	-	(391.32)	#DIV/0!
511340	WAGES-HOLIDAY PAY	-	-	417.85	-	417.85	-	(417.85)	#DIV/0!
511350	WAGES-MISCELLANEOUS(COMP)	33.16	-	46.43	-	46.43	-	(46.43)	#DIV/0!
512141	SOCIAL SECURITY	330.25	356.25	1,366.73	1,425.00	(58.27)	4,275.00	2,908.27	31.97%
512142	RETIREMENT (EMPLOYER)	291.09	307.33	1,204.68	1,229.33	(24.65)	3,688.00	2,483.32	32.66%
512144	HEALTH INSURANCE	1,495.62	1,439.42	5,469.72	5,757.67	(287.95)	17,273.00	11,803.28	31.67%
512145	LIFE INSURANCE	2.52	2.33	9.32	9.33	(0.01)	28.00	18.68	33.29%
512150	FSA CONTRIBUTION	-	20.83	250.00	83.33	166.67	250.00	-	100.00%
512173	DENTAL INSURANCE	90.00	90.00	324.00	360.00	(36.00)	1,080.00	756.00	30.00%
531312	OFFICE SUPPLIES	-	2.08	30.10	8.33	21.77	25.00	(5.10)	120.40%
531313	PRINTING & DUPLICATING	11.40	2.08	11.40	8.33	3.07	25.00	13.60	45.60%
531314	SMALL ITEMS OF EQUIPMENT	-	-	15.15	-	15.15	-	(15.15)	#DIV/0!
531320	SAFETY SUPPLIES	-	-	177.08	-	177.08	-	(177.08)	#DIV/0!
531322	SUBSCRIPTIONS	-	-	465.27	-	465.27	-	(465.27)	#DIV/0!
531323	SUBSCRIPTIONS-TAX & LAW	-	25.00	-	100.00	(100.00)	300.00	300.00	0.00%
531324	MEMBERSHIP DUES	-	18.33	210.00	73.33	136.67	220.00	10.00	95.45%
532325	REGISTRATION	15.00	84.17	575.00	336.67	238.33	1,010.00	435.00	56.93%
532332	MILEAGE	-	6.25	-	25.00	(25.00)	75.00	75.00	0.00%
532335	MEALS	-	6.25	-	25.00	(25.00)	75.00	75.00	0.00%
532336	LODGING	-	13.67	-	54.67	(54.67)	164.00	164.00	0.00%
532350	TRAINING MATERIALS	-	312.50	87.10	1,250.00	(1,162.90)	3,750.00	3,662.90	2.32%
535242	MAINTAIN MACHINERY & EQUIP	-	-	100.23	-	100.23	-	(100.23)	#DIV/0!
571004	IP TELEPHONY ALLOCATION	16.50	16.50	66.00	66.00	-	198.00	132.00	33.33%
571009	MIS PC GROUP ALLOCATION	80.25	80.25	321.00	321.00	-	963.00	642.00	33.33%
571010	MIS SYSTEMS GRP ALLOC(ISIS)	33.50	33.50	134.00	134.00	-	402.00	268.00	33.33%
591519	OTHER INSURANCE	24.26	24.50	97.06	98.00	(0.94)	294.00	196.94	33.01%
594820	CAP OTHER	-	500.00	5,766.75	2,000.00	3,766.75	6,000.00	233.25	96.11%

Totals	6,801.01	7,997.75	34,933.27	31,991.00	2,942.27	95,973.00	61,039.73	36.40%
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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	3,109.93	750.00	13,698.54	3,000.00	10,698.54	9,000.00	(4,698.54)	
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**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
May, 2016**

Issues/Items for May, 2016:

- Personnel issues:
 - 3 performance-related concerns/investigatory issues, resulting in:
 - 1 written warning
 - 1 verbal warning
 - 1 counseling with recommended training
 - 3 employee health-related concerns
 - 2 employee accommodations
 - 2 extensions of leave of absences
 - 0 terminations of employment
 - 1 EAP referral
- Trainings
 - All Human Resources attended/viewed LEAN training on Wednesday, May 4; Thursday, May 12; and Thursday, May 19.
 - On Tuesday, May 10th, 2016, attended the Jefferson County Society for Human Resources presentation by Daniel J. Finerty, Attorney at Lindner & Marsack, n “Social Media—Is it too much of a risk in the workplace?”
 - Attended Wisconsin Association for County Personnel Directors training in Sturgeon Bay, May 12 – 13.
 - Webinar by the National Public Employer Labor Relations Association on May 18, 2016 on “Smarter Bargaining in 2016 and Beyond”
 - Webinar by the Hayes Group on “HIPAA Compliance”, May 23, 2016
- Recruitment and Retention
 - Recruited for 6 positions and received/reviewed 110 applications
 - Processed 8 new hires and 2 promotions
 - Processed 7 employee separations/seasonal layoffs
 - Processed 2 status changes
 - Completed and/or reviewed **38** reference checks, **8** education checks and **6** caregiver background checks on **12** candidates, of which **10** applicants were extended an offer and **8** applicants accepted, **1** applicant declined and **1** offers is pending.
 - Participated in interviews for the Cook position in the Sheriff’s Department.

- Employment Law and Personnel Ordinance activity
 - Requested police records on two candidates as follow up to Caregiver Background Checks.
 - Monitored **88** active approved FMLA requests, both new and continuing.
 - Received 6 First Report of Injuries, of which 4 were reportable
 - Accommodated 2 disability requests

- Safety
 - Coordinated courthouse/MIS tornado drill on April 14, 2016
 - Participated in Safety Committee meeting at Highway

- Miscellaneous
 - Attended the local job fair, primarily focused for summer and fair week recruitment, in Fort Atkinson, on Wednesday, May 11.
 - Responded to 1 Open Records requests
 - Completed/updated **4** job descriptions, working toward the goal of completing job descriptions for over 200 positions
 - Completed one 6-month performance evaluation and one annual performance evaluation.
 - Reviewed and submitted 17 reclassification of position questionnaires for the 2017 budget process
 - Completed a HIPAA Privacy Breach concern, concluding no violation occurred

Action Items for June, 2016:

- Develop a recruitment/retention protocol for identified positions
- Coordinate Safety Committees Countywide
- Complete 10 job descriptions
- Provide a “brown bag” safety training for department heads
- Conduct Employee Voluntary Benefit Survey and prepare an RFP based on employee response
- Conduct Employee recognition/satisfaction survey
- Schedule one recognition event
- Develop Workplace Violence policy
- Develop Alcohol and Drug Use in the Workplace policy
- Conduct management professional development survey

Respectfully Submitted,



Terri M Palm
Human Resources Director

**Report to Human Resources Committee
June 9, 2016**

Monthly Accomplishments/Goals:

- May, 2016 reports included

Vacant Position requests authorized to fill. The County Administrator and Human Resources Director have reviewed the following vacant position requests since the May, 2016 Human Resources Committee meeting:

Central Services

- Custodian, part-time

Child Support Agency

- Coop Student

Clerk of Courts

- Deputy Court Clerk I/II

Human Services

- Intake/OnCall Worker

Emergency Help Requests. The following emergency help requests were received since the May, 2016 Human Resources Committee meeting:

- Human Resources and Administration requested emergency help for 4 hours, every other week, for 8 weeks, to cover the front desk/phones to allow all of HR and Admin staff attend the LEAN sessions.
- Human Services requested emergency help for 2 months to assist in covering clerical duties to cover for a leave of absence. A current part-time employee is available to work additional hours.

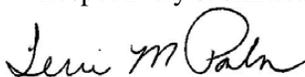
Leave of Absence Approvals.

- No new requests to report.

Hiring Above Minimum Step, hiring with Additional Benefits and/or additional steps for current employees:

- An individual in a Behavioral Health Specialist position recently achieved his licensure, moving him from step 1 to step 4 of the appropriate grade.
- The new Network Specialist position started May 16, 2016, at step 2 of the appropriate pay grade.
- The Benefits Administrator was approved a step increase at 6-months for exceeding established goals, as agreed upon at hire.
- The Human Resources Coordinator was approved a step increase at 6-months for exceeding established goals, as agreed upon at hire.
- A licensed Behavioral Health Specialist started with an additional pro-rated week of vacation.
- The Deputy Veterans Service Officer was approved an additional step through the annual review process.
- The Register in Probate was approved a step increase at 6-months for exceeding established goals, as agreed upon at hire.

Respectively submitted,



Terri M Palm
Human Resources Director