NOTICE OF MEETING

HUMAN RESOURCES COMMITTEE

August 27, 2013 - 5:00 PM

Administration Building
508 New York Avenue
Sheboygan, WI 53081

Conference Room 302

Agenda

Call to Order
Certification of Compliance with Open Meeting Law
Correspondence and Other Issues

Rocky Knoll Administrator Rachelle Valleskey

Consideration of Hiring Above the Midpoint for Rocky Knoll Manager of Admissions and Technology

Health and Human Services Director Tom Eggebrecht

Consideration of VPA for Division of Public Health Manager

Consideration of Temporary Upgrade of Public Health Supervisor Jean Beinemann to Division of Public Health Manager

Corporation Counsel Carl Buesing

Consideration of Amendment to Corporation Counsel Contract

Monthly and Year-to-Date Budget Review

Summary Report of Previous Months Activities and Hours

Review of Claims and Litigation

Consideration of Submission to County Board of Resolution(s) Denying Claim(s)

Consideration of 2014 Proposed Budget

HR Director Jean Gallimore

Updates and Comments

Appearances

Associated Financial Jay Scott

Consideration of Employee and Retiree 2014 Benefits Proposals and Possible Changes

Review and Approve Vouchers
Approval of Minutes

Human Resources Committee - Regular Meeting - Jul 31, 2013 5:00 PM

Approval of Attendance a Other Meetings or Functions

Adjourn

Prepared by:
Penny Elsner, Ext. 6481
Recording Secretary

Devin LeMahieu
Committee Chairperson

NOTE: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify Penny Elsner , 920-459-6481 prior to the meeting so that accommodations may be arranged.

ROCKY KNOLL
HEALTH CARE CENTER
Innovation with Compassion

DATE: August 27, 2013

TO: Human Resource Committee

FROM: Rachelle Valleskey, Administrator

RE: Salary Request for Manager of Admissions & Technology

The Manager of Admissions and Technology role has been vacant since August 2, 2013. The VPA was approved on July 31, 2013 at both HCC and HR Committees. The position was posted both internally and externally, and several applications were received. Of those interested in the position, there is a stand out candidate whose experience and background qualifications are exemplary and Rocky Knoll Health Care Center would benefit greatly by hiring this person into the role.

The qualified candidate is currently employed as an Administrator for an Assisted Living chain. Current salary earned is $65,000 annually. She personally established the operations for the three facilities; she manages the personnel, and is responsible for all admissions and marketing, and determining care needs of tenants. Occupancy rate is maintained at greater than 90%, and she has a reputation of positive connections with the local hospitals and other care facilities.

The Manager role is unique in that it requires a candidate to have expertise in areas of admissions, marketing and electronic charting. The candidate being considered has a proven track record in all of these areas, as well as being an experienced, bachelor's prepared registered nurse.

In discussion with the candidate, she is very interested in working for Rocky Knoll, and being part of a team of nurses. Her current role relies on her being the sole nurse contact for three facilities, she is on call 24/7, and feels the risk of the liability on her nursing degree. In her past, she has worked for the County, and expresses a strong desire to work here, where she feels at home. She has interviewed with the Nursing Management team, inclusive of the NHA, Director of Nursing, and Area Nurse Managers - all are in agreement that she is the best candidate.

The request is to have the committee approve the starting salary for this potential hire, to be at $62,000 annually, which is within the salary range. The candidate is agreeable to this level of compensation.

Attachment: memo Mgr of Admissions and Technology (1439 : Hiring Above the Midpoint for Rocky Knoll Manager of Admissions and

VACANT POSITION ANALYSIS
SHEBOYGAN COUNTY

Department:	**Health and Human Services, Division of Public Health**
Position:	**Manager, Public Health Services**

Vacancy Date	9/4/13
Bargaining Unit:	n/a
Pay Grade:	16
Pay Range:	$73,852 - $97,760

Expected Fill Date:	10/21/13
Date VPA Done:	8/14/13
VPA Done By:	Tom Eggebrecht
Signature:	

Why is this position vacant?

This position is being vacated due the retirement of Dale Hippensteel, the Department's current Public Health Manager.

SECTION A – PROGRAMS

List the program or programs served by the position, along with the percentage of time the person in the position devotes to each program, whether the program is mandatory or discretionary, and what priority ranking has been given to the program:

Program	Percent of Time	Mandatory/Discretionary	Priority Rank
Assumes a leadership role in working with community partners to identify and address community public health priorities in coordination and alignment with State Health Plan	30%	Mandatory	High
Directs the provision of community public health services including but not limited to disease surveillance and control, public health emergency preparedness, environmental health and Maternal Child Health Programming.	40%	Mandatory	High
Works jointly with Agency Director, other Agency Managers and	15%	Mandatory	High

Attachment: VACANT POSITION ANALYSIS - Public Health Manager (formerly Dale Hippensteel's position) (1435 : Vacant Position An

Supervisors addressing program and policy development/implementation. Acts as Sheboygan County Health Officer as per Wisconsin Statutes Chapter 251	15%	Mandatory	High

SECTION B – COSTS

The annual costs associated with the position (at the current year's wage and benefit rates) are:

Wages	Benefits	Other (non-payroll)	Total
$87,159.09	$31,244.69	$	$118,403.78

(Note: costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions. Do not subtract any other possible revenue from costs.)

The costs associated with the position from the anticipated fill date through the end of the current year are:

Wages	Benefits	Other (non-payroll)	Total
$18,151.27	$6,565.03	$	$24,716.30

Are sufficient amounts included in the current year's budget to cover the costs if the position is filled? If not, please state the amount needed and the proposed source of funds:
Position costs are included in CY 2013 and CY 2014 budgets.

If a state or federal grant or other source of non-tax revenue is used to fund this position, please indicate the source of funds and for how long such funds are likely to be available:
Administrative allowance and overhead are claimable expenses under State and Federal grants. Reimbursement of expenses from State, Federal and Third Party Revenue average 40.71% for public health programs. Actual revenues received are subject to contract and other grant awards year to year

SECTION C – IMPACT

Please describe the effect on services to the public (or to other county departments) that would result from keeping the position vacant either permanently or temporarily:
Communicable disease control, maternal and child health, environmental health, and community health planning are critical to the mission of the Sheboygan County Department of Health and Human Services and to community health overall. Under the Department's Level III certification status, these services and the position of Health Manager/Officer are mandated to assure the health and wellbeing of all Sheboygan County residents.

This position leads thirty-one current divisional staff and five Limited term employees. Works with community partners to assure prompt reporting and follow-up on communicable diseases and other public health threats as evidenced with the County's recent tuberculosis outbreak. It plays an integral role in coordinating community needs assessments, organizing community

outreach, education and intervention activities assigning needed resources in relationship to them, and mitigating health related liabilities. As the Department seeks to expand future opportunities to integrate physical, behavioral, and aging health activities, it is additionally envisioned that this position will play a highly influential and pivotal role in assuring the success of those efforts.

To what extent, if any, would revenues in the current budget or in the future (excluding revenue from employee contributions to health or dental coverage) be affected by keeping the position vacant?

Local Health Departments are required by State Law to appoint a Health Officer. Failure to refill this position would place the County's full State allocation for public health activities at risk.

SECTION D – OTHER

Is it possible to fill this position by transferring an employee from another position that serves lower-priority programs, or which might be left vacant for any reason in the foreseeable future?

The Department has been carrying a managerial vacancy since the retirement of Joan Ketterman, Manager of Community Programs in early 2011. It has additionally defunded the position of Deputy Director for 2014. There are no remaining and available management resources to call upon for this assignment and the refilling of this position is deemed essential.

Would filling this position be likely to create a vacancy in another position and, if so, what position or positions? Please note that a separate VPA must be submitted for each position, but that VPA s for anticipated openings that may be caused by filling this position may be submitted for approval at the same time.

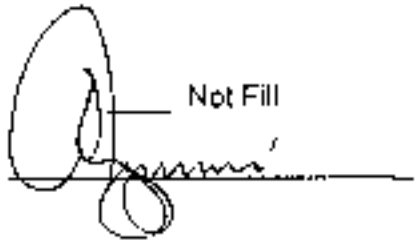
It is not anticipated that any other current staff will seek the position.

Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this request? You may attach additional documentation if you wish.

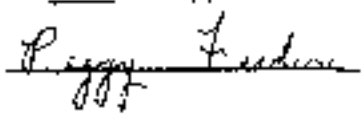
NA.

ACTION TAKEN

Department Head Determination: ✓ Fill ____ Not Fill

Date: 8/20/13 Signature: 

Liaison Committee Action: ✓ Approve ____ Disapprove

Date: 8/20/13 Committee Chair: 

Human Resources Committee: ____ Approve ____ Disapprove

Date: _____ Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.

SHEBOYGAN COUNTY

Human Resources Department
508 New York Avenue
Sheboygan, WI 53081-4126

To: Human Resources Committee

From: Health and Human Services Director Tom Eggebrecht

Date: August 21, 2013

RE: Temporary Promotion for Jean Beinemann to Division of Public Health Manager

The Health and Human Services Committee, at their meeting of Tuesday, August 20, 2013 carried a motion, approving a temporary promotion for Public Health Program Supervisor Jean Beinemann to Division of Public Health Manager in response to the retirement of Dale Hippenstiel and the County's requirement to have a designated Health Officer. I am proposing that Jean be awarded a base rate at $82,392 (Step 5 of Salary Grade 16) for this interim assignment. The temporary wage adjustment if approved would represent an approximate 4% increase and remain available to Jean for the duration of the assignment. Combined with Jean's longevity pay, I will place her slightly below the salary of the present Manager.

Thank you in advance for your consideration in this matter. I'll be happy to respond to any questions you may have.

Attachment: Beinemann Temp Upgrade (1441 : Temporary Upgrade of Public Health Supervisor Jean Beinemann to Division of Public Health

Sheboygan County Corporation Counsel

2124 Kohler Memorial Drive – Suite 110 · Sheboygan, WI 53081-3174

Telephone: (920) 459-3093 Facsimile: (920) 457-8411

Memo

To: Members of the Human Resources Committee

From: Attorney Carl Buesing, Corporation Counsel cb

Subject: 2014 Budget Request

Date: August 22, 2013

Attached please find the budget request for Corporation Counsel. The budget meets target and returns $2,034.00. This budget has two main components – child support enforcement attorney expenses and professional services.

- Natasha's wages, as in the past, are reimbursed via interdepartmental charges by the Health & Human Services and Child Support Departments based on the percentage of her time spent on each function.
- Professional services, which are the firm's billing to the County, have increased 1.64% (2% less the increase in WRS rates) or $3,360.00.

We value and appreciate the working relationship we have with the County Board, the County Administrator, and the Department Heads.

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

Liaison Committee Budget Sign Off 2014

Department: Corporation Counsel

Liaison Committee: Human Resources

Committee Chair: Devin LeMahieu

Targets Set by Finance Committee		
Levy	$	-211,451
Transfer Out	$	0
Transfer In	$	0
Equity	$	0

Department Budget Requested			
Total Revenue	$	-328,299	Note: amount should be negative
Total Expense	$	326,265	Note: amount should be positive
Transfer In	$	0	
Transfer Out	$	0	
Equity	$	0	
Variance	**$**	**-2,034**	

Note: **Variance** *should be zero = meets budget target; or*
Variance *is a negative number = under budget; excess funds*

Signatures:

Committee Chair _____ Date _____

Department Head _____ Date _____

Note: If the liaison committee supports one or more exceptions to the target; a letter of justification, completed and approved RESCEW form, and how the item ranks in the PEPC Report must be submitted with this form. The amounts are not to be included in the totals above.

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440

SC0002

County Department Level 7 w/o CP

Sheboygan County

Proposed Budget - Variance Report

For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge To 2013 Bdgt
01082 Corporation Counsel										
400000 Revenues										
410000 Taxes										
411000 Property Tax Levy										
411100 Property Tax - Rea	197,456-	201,863-	202,533-	206,239-	206,239-	103,119-	206,239-	211,451-	5,212-	2.
411000 Property Tax Levy	197,456-	201,863-	202,533-	206,239-	206,239-	103,119-	206,239-	211,451-	5,212-	2.
410000 Taxes	197,456-	201,863-	202,533-	206,239-	206,239-	103,119-	206,239-	211,451-	5,212-	2.
450000 Public Charges for S										
451000 General Government										
451200 Court Fees and Cos										
451205 Court Fees and Ch	30-		150-							
451200 Court Fees and Cos	30-		150-							
451400 Other General Gove										
451405 Miscellaneous Fee	20-	100-								
451400 Other General Gove	20-	100-								
451000 General Government	50-	100-	150-							
452000 Public Safety										
452100 Law Enforcement										
452133 Civil Fees	162-	200-	180-	126-	126-	160-	260-	260-	134-	106
452100 Law Enforcement	162-	200-	180-	126-	126-	160-	260-	260-	134-	106
452000 Public Safety	162-	200-	180-	126-	126-	160-	260-	260-	134-	106
450000 Public Charges for S	212-	300-	330-	126-	126-	160-	260-	260-	134-	106
460000 Interest and Other R										
466000 Other Miscellaneous										
466125 Miscellaneous Reim	241-	211-	332-			337-	400-	350-	350-	
466200 Employee Reimburse										

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440

SC0002

County Department Level 7 w/o CP

Sheboygan County

Proposed Budget - Variance Report

For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge To 2013 Bdgt
466200 Employee Reimburse	685-									
466000 Other Miscellaneous	926-	211-	332-			337-	400-	350-	350-	
460000 Interest and Other R	926-	211-	332-			337-	400-	350-	350-	
470000 Interdepartmental Re										
475000 Health & Human Serv										
475000 Health & Human Serv										
476000 Other Interdepartme										
476100 Services	137-	683-								
476110 Employee Wages & R	110,187-	112,048-	113,884-	115,470-	115,470-	56,957-	115,470-	116,238-	768-	
476000 Other Interdepartme	110,323-	112,731-	113,884-	115,470-	115,470-	56,957-	115,470-	116,238-	768-	
470000 Interdepartmental Re	110,323-	112,731-	113,884-	115,470-	115,470-	56,957-	115,470-	116,238-	768-	
400000 Revenues	308,917-	315,105-	317,080-	321,835-	321,835-	160,573-	322,369-	328,299-	6,464-	2
500000 Expense/Expenditure										
510000 Personnel Related Ex										
511000 Wages										
511100 General										
511105 Regular	62,439	65,361	68,752	79,835	79,835	39,610	79,835	81,436	1,601	2
511135 Sick Leave	3,779	2,169	941							
511140 Vacation	5,231	6,137	6,078							
511145 Holiday	3,096	3,411	2,558							
511100 General	74,544	77,077	78,328	79,835	79,835	39,610	79,835	81,436	1,601	2
511000 Wages	74,544	77,077	78,328	79,835	79,835	39,610	79,835	81,436	1,601	2
512000 Benefits										
512100 General										

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440

SC0002

County Department Level 7 w/o CP

Sheboygan County

Proposed Budget - Variance Report

For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge To 2013 Bdgt
512105 Social Security	4,985	5,023	5,336	6,107	6,107	2,674	6,107	6,230	123	2.0
512110 Retirement (Emplo	6,708	5,630	4,660	5,309	5,309	2,634	5,709	5,701	392	7.3
512100 General	11,693	10,653	9,996	11,416	11,416	5,308	11,816	11,931	515	4.5
512000 Benefits	11,693	10,653	9,996	11,416	11,416	5,308	11,816	11,931	515	4.5
510000 Personnel Related Ex	86,237	87,730	88,324	91,251	91,251	44,919	91,651	93,367	2,116	2.3
530000 Operating Expenses										
531000 Purchased Services										
531100 Professional Servi										
531125 Civil Process						25	25	25	25	
531205 Legal	194,904	197,774	200,739	204,481	204,481	102,240	204,481	207,841	3,360	1.6
531100 Professional Servi	194,904	197,774	200,739	204,481	204,481	102,265	204,506	207,866	3,385	1.6
531000 Purchased Services	194,904	197,774	200,739	204,481	204,481	102,265	204,506	207,866	3,385	1.6
532000 Repair & Maintenanc										
532200 Maintenance of Equ										
532200 Maintenance of Equ	66									
532000 Repair & Maintenanc	66									
533000 General Operating										
533100 Advertising and Pr										
533100 Advertising and Pr	3									
533200 Travel and Meals										
533205 Mileage - Employe				70	70		70	70		
533245 Seminars and Trai	66	199		200	200		300	350	150	75.
533200 Travel and Meals	66	199		270	270		370	420	150	55.
533300 Dues										

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440

SC0002

County Department Level 7 w/o CP

Sheboygan County

Proposed Budget - Variance Report

For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge To 2013 Bdgt
533305 Membership Dues	513	567	490	575	575	520	520	520	55-	9.5
533300 Dues	513	567	490	575	575	520	520	520	55-	9.5
533450 Fees & Permits										
533470 Filing Fees	218	220	260	200	200	120	200	250	50	25.0
533450 Fees & Permits	218	220	260	200	200	120	200	250	50	25.0
533500 General Supplies										
533500 General Supplies										
533700 Office Supplies										
533705 Office	6			30	30			20	10-	33.3
533725 Postage	10			13	13			10	3-	23.1
533700 Office Supplies	15			43	43			30	13-	30.2
533870 Books & Periodical										
533870 Books & Periodical										
533000 General Operating	816	986	750	1,088	1,088	640	1,090	1,220	132	12.
535000 Bad Debt Expense										
535000 Bad Debt Expense	4									
530000 Operating Expenses	195,789	198,760	201,489	205,569	205,569	102,905	205,596	209,086	3,517	1.
550000 Interdepartmental Ch										
551000 Employee Related In										
551100 Benefits - General										
551105 Health Insurance	17,106	16,879	18,175	17,020	17,020	8,510	17,020	15,776	1,244-	7.
551110 Dental Insurance	518	522	552	532	532	266	532	532		
551115 Group Life Insura	35	39	43	45	45	23	45	46	1	2.
551120 Long Term Disabil	146	159	144							
551125 Worker Compensati	690	80	77	48	48	23	48	49		

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440

SC0002

County Department Level 7 w/o CP

Sheboygan County

Proposed Budget - Variance Report

For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge To 2013 Bdgt
551130 Unemployment Insu	208	247	284	301	301	139	301	326	25	8
551140 Pension Retiremen	811	960	961	1,020	1,020	510	1,020	1,007	13-	1
551100 Benefits - General	19,514	18,886	20,237	18,966	18,966	9,471	18,966	17,736	1,230-	6
551000 Employee Related In	19,514	18,886	20,237	18,966	18,966	9,471	18,966	17,736	1,230-	6
551900 Insurance Charges										
551905 General Liability	662	714	721	665	665	333	665	678	13	1
551930 Deductible Escrow	86	96	99	90	90	45	90	105	15	16
551900 Insurance Charges	750	810	820	755	755	378	755	783	28	3
553000 System Operation Ch										
553100 System Operation C										
553105 Telephone	151	141	154	155	155	78	155	151	4-	2
553115 Telephone - Long	4	4	7	5	5	7	7	8	3	60
553130 Supplies	9	43								
553150 Data Processing S	5,159	5,438	5,134	5,134	5,134	2,567	5,134	5,134		
553100 System Operation C	5,344	5,626	5,295	5,294	5,294	2,652	5,296	5,293	1-	
553000 System Operation Ch	5,344	5,626	5,295	5,294	5,294	2,652	5,296	5,293	1-	
556000 Other Interdepartme										
556100 Other Interdepartm										
556100 Other Interdepartm										
556000 Other Interdepartme										
550000 Interdepartmental Ch	25,608	25,322	26,352	25,015	25,015	12,500	25,017	23,812	1,203-	4
560000 Capital Outlay										
563000 Building										
563000 Building										

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440 | Sheboygan County | 8/23/2013 11:58:
SC0002 | Proposed Budget - Variance Report | Page - 6
County Department Level 7 w/o CP | For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge T 2013 Bdg
564000 Building Improvemen										
564000 Building Improvemen										
564500 Other Improvements										
564500 Other Improvements										
565000 Machinery & Equipme										
565000 Machinery & Equipme										
566000 Office Furniture &										
566000 Office Furniture &										
566100 Communications Equi										
566100 Communications Equi										
566200 Computer Equipment										
566200 Computer Equipment										
567000 Vehicles										
567000 Vehicles										
560000 Capital Outlay										
570000 Depreciation										
575000 Machinery & Equip D										
575000 Machinery & Equip D										
570000 Depreciation										
580000 Debt Service										
580000 Debt Service										
500000 Expense/Expenditure	307,635	311,812	316,165	321,835	321,835	160,325	322,264	326,265		

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

R551440 Sheboygan County 8/23/2013 11:58:
SC0002 Proposed Budget - Variance Report Page - 7
County Department Level 7 w/o CP For 2014

Description	5-Yr Average 2008-2012	Actual Annual 2011	Actual Annual 2012	Board Adopted 2013	Amended Budget 2013	Current Year At June 30th	Current Year Projection	Dept Budget Request 2014	$ Variance To 2013 Budget	% Chge T 2013 Bdg
600000 Other Financing Sourc										
630000 Opt'g Transfers from										
630000 Opt'g Transfers from										
600000 Other Financing Sourc										
01082 Corporation Counsel	1,282-	3,293-	914-			248-	105-	2,034-	2,034-	

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

CHAPTER 40
TABLE OF ORGANIZATION OF COUNTY DEPARTMENTS
AND ROCKY KNOLL HEALTH CARE CENTER
Effective Date: July 26, 2012

COUNTY ADMINISTRATOR	FULL TIME	PART TIME
County Administrator	1	
Assistant to the County Administrator	1	
Total	2	
BUILDING SERVICES	**FULL TIME**	**PART TIME**
Director	1	
Assistant Director	1	
Supervisor, Maintenance Services	1	
Maintenance Worker I, II	15	
Cleaner	14	
Account Clerk II		1
Electrician	1	
Total	33	1
CHILD SUPPORT ENFORCEMENT AGENCY	**FULL TIME**	**PART TIME**
Child Support Enforcement Director	1	
Child Support Supervisor	1	
Child Support Specialist	9	
Account Clerk I, II	3	
Secretary I, II	2	
Total	16	
CLERK OF COURTS	**FULL TIME**	**PART TIME**
Clerk of Courts	1	
Office Supervisor	1	
Court Clerk I, II, III	18	
Judicial Assistant	3	
Register in Probate	1	
Deputy Register in Probate	1	
Court Accountant I, II, III	6	
Total	31	
CORPORATION COUNSEL	**FULL TIME**	**PART TIME**
Corporation Counsel - contracted	1	
Child Support Enforcement Attorney	1	
Total	2	
COUNTY CLERK	**FULL TIME**	**PART TIME**
County Clerk	1	
Deputy County Clerk	1	
Account Clerk I, II	1	
Secretary I, II, III	1	
Clerk Typist II		1
Total	4	1
DISTRICT ATTORNEY	**FULL TIME**	**PART TIME**
Office Supervisor	1	

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

INTERDEPARTMENTAL CHARGES

Department	Account Number & Name	Amount	Shared Service Department	Account Number & Name
Corporation Counsel	476110 - Employee Wages	67,418	Child Suppot	556105 - Services
	112.47611	48,820	Health & Human Services	555120 - Child Support
Total Charges		116,238		

Attachment: Corp Counsel Budget Info (1445 : 2014 Proposed Budget)

Sheboygan County

2014 STRATEGIC BENEFITS PLAN

I. Considerations
   A. Exclusive network options
      1. Aurora (Anthem BC & BS)
         a) Offers better health navigation services complimenting InHealth clinic
         b) $389,164 estimated savings (compared to revised 2014 cost projections with Rx drug contract enhancements and later experience)
      2. Prevea (Prevea 360)
         a) Declined to quote
         b) Deficient primary care presence
   B. High Deductible Health Plan (HSA compliant)
      1. $651,313 estimated savings (conservative estimate with no account contribution assumption)
      2. InHealth clinic presents potential compliance risk
   C. Low impact significant savings opportunities
      1. Retiree out-migration
      2. Caremark contract pricing enhancements
      3. Rx drug savings and safety review program
      4. Revised cost projection incorporating all three of the above recovers $727,890 of stated gap in County budget memo of 4/23/13
   D. Negotiated early Caremark renewal adoption bonus of 2013 4th quarter estimated savings of $30,764
   E. Miscellaneous cost management changes
      1. Remove deductible carry-over ($22,016 estimated savings)
      2. Implement specialty drug program ($22,566 estimated savings)
      3. Adjust medical plan out-of-pocket limits to accommodate Rx drug copays (HCR mandate)
      4. Gastric Bypass surgery exclusion
      5. Emergency room benefit clarification
      6. Chiropractic limitations
      7. In- and out-of-network coinsurance accumulation
      8. Spousal surcharge
   F. Other benefit plans
      1. Outsourcing of FSA
      2. Outsourcing of COBRA (negotiating inclusion under UMR fees)
      3. Full vision coverage

II. Recommend direction by County management
   A. Proceed with low impact significant savings items
   B. Execute Caremark renewal contract
   C. Further consideration of miscellaneous cost management changes
   D. Further consideration of other benefit programming
   E. Use excess reserves to cover any remaining budget short-fall

Attachment: Strategic Benefits Plan (1444 : Employee and Retiree 2014 Benefits Proposals and Possible Changes)

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III. Results

A. Little to no member disruption
B. Healthy financial state of plan not put at risk
C. Use 2014 to educate/orientate members to HDHP HSAs and craft consumerism approach
D. Gauge/test evolution of exclusive networks
E. Plan for 2015 network re-evaluation (UHC, Anthem, Humana, and HPS)
F. Continue work on wellness and disease management

Attachment: Strategic Benefits Plan (1444 : Employee and Retiree 2014 Benefits Proposals and Possible Changes)

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MEDICAL PLAN BENCHMARK REPORT

2012 PlanIT Database (Represents 650,000 Lives and 370 Employers Primarily Residing in Wisconsin)

	County	Public Sector Norm	Database Norm
Annual Cost per Employee	$14,233	$16,043	$11,551
Plan's Rate of Payment*	48%	56%	44%
Annual Cost per Member with Chronic Illness**	$10,536	$9,095	$7,392

Average Monthly Employee Contributions

	Single	EE+1	Family
Kaiser Family Foundation 2012 Benefits Survey	$79.00	N/A	$360.00
Large Sheboygan Private Sector Employer 2013	$96.00	$251.94	$326.31
Sheboygan County	$100.85	N/A	$250.29

County vs. City vs. School District of Sheboygan 2013

	County	School District	City
Single Rate	$672.00	$595.00	$737.00
Family Rate***	$1,669.00	$1,900.40	$1,731.00
Single Contribution******	$100.85	$71.40	$110.00
Family Contribution******	$250.29	$228.05	$260.00
Single Deductible In-Network	$250.00	$500.00	$750.00
Single Out-of-Pocket Maximum In-Network	$700.00	$1,000.00	$750.00

*Average percentage of charge paid by plan after ineligible amounts, network discounts, and employee cost share.

**Amounts are medical claims only; does not include Rx drugs and fixed costs.

***School district has limited family rate of $1,338.00 with employee contribution of $200.70.

****Assumes any wellness credit available.

Attachment: Medical Plan Benchmark Report (1444 : Employee and Retiree 2014 Benefits Proposals and Possible Changes)

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SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue - Room 336
Sheboygan WI 53081

July 31, 2013 **Called to Order: 5:40 PM** **Adjourned: 6:35 PM**

MEMBERS PRESENT: Chair Devin LeMahieu, Vice Chair Fran Damp, Secretary Ed Procek and Member Fay Uraynar

MEMBERS ABSENT: Keith Abler

OTHERS PRESENT: Human Resources Director Jean Gallimore, Corporation Counsel Carl Buesing, Rocky Knoll Administrator Rachelle Valleskey, Inspector Jim Risseeuw, Captain Julia Nash and Sergeant Kristy DeBlaey

Chairman LeMahieu called the meeting to order at 5:40 PM, in Conference Room 336 of the Administration Building. Chairman LeMahieu confirmed the meeting was posted July 30, 2013 at 9:48 AM, in compliance with the open meeting law.

A motion was made by Supervisor Damp nominating Supervisor Procek for Secretary. Supervisor Uraynar seconded the motion. Motion carried unanimously.

Rocky Knoll Administrator Rachelle Valleskey requested approval to post and fill the position of Manager of Admissions and Technology. A motion was made by Supervisor Procek granting approval. Supervisor Damp seconded the motion. Motion carried unanimously.

A motion to go into closed session pursuant to Wis. Stat. §19.85(1)(e) consideration of Combined Dispatch Proposal was made by Supervisor Uraynar. Supervisor Procek seconded the motion. Upon call of the role, all supervisors voted "AYE." Motion carried.

A motion to go into open session was made by Supervisor Damp. Supervisor Uraynar seconded the motion. Upon call of the role, all supervisors voted "AYE." Motion carried.

A motion was made by Supervisor Uraynar to support and approve of the plan as presented. Supervisor Damp seconded the motion. Motion carried unanimously.

A motion to approve the minutes of July 17, 2013 as presented was made by Supervisor Damp. Supervisor Uraynar seconded the motion. Motion carried.

A motion to approve the vouchers as presented was made by Supervisor Uraynar. Supervisor Damp seconded the motion. Motion carried.

A motion to adjourn was made by Supervisor Uraynar. Supervisor Procek seconded the motion. Motion carried with adjournment at 6:35 PM.

Jean Gallimore
Recording Secretary

Ed Procek
Secretary

Minutes Acceptance: Minutes of Jul 31, 2013 6:00 PM (Approval of Minutes)