

Personnel Department

May, 2020

Previous Month Activities and Issues:

- Finalized negotiations with WPPA
- Finalized Health Insurance for 2021, 2022, 2023
- New positions and reclassification forms sent for 2021 Budget Process
- Vacant position audit information and forms sent

Benefits and Metrics Update:

Personnel Monthly Report for May, 2020						
(Previous Month's Activities)						
FMLA						
Continuous	48	53	YTD Average			
Intermittent	12	15	YTD Average			
Reduced Schedule	0	4	YTD Average			
COBRA						
Initial Notification Sent (current month)	6	7	YTD Average			
Qualifying Event Letters Sent	3	7	YTD Average			
COBRA Participants	10	9	YTD Average			
Retirees on Health Insurance	13					
Current Number of Employees on Health Insurance	503					
New Employee Orientation	GENERAL	HWY	LEC	HS	HCC	
Full Time / Part Time (with benefits)	2	2	4	2	2	
Year-to-Date	12	5	12	6	7	
Casual / LTE / Interns / Part Time (without benefits)	2	0	0	0	1	
Year-to-Date	26	0	15	0	2	
Termed Employees	GENERAL	HWY	LEC	HS	HCC	
Retiree	0	0	0	0	0	
Year-to-Date	3	1	0	3	1	
Full Time / Part Time (with benefits)	2	1	0	1	0	
Voluntary	2	1	0	1	0	
Year-to-Date	7	3	9	2	8	
Involuntary	0	0	0	0	0	
Year-to-Date	0	0	0	0	1	
Casual / LTE / Interns / Part Time (without benefits)	0	0	1	0	0	
Voluntary	0	0	1	0	0	
Year-to-Date	2	0	1	0	3	
Involuntary	0	0	0	0	0	
Year-to-Date	0	0	0	0	0	

Recruitment Update

- ADRC – Van Driver LTE
- HCC – CNA, LPN, RN
- Health – Administrative Specialist-JDS, Quarantine Guard
- Human Services – Psychotherapist, Purchasing Specialist, Social Worker
- Sheriff – Patrol, Jail, Dispatch
- Personnel – HR Assistant

Various Activities and Issues on the Horizon:

- EAP utilization for February-April: 9
- Negotiations update
- Ho Chunk Nation training- summer thru fall
- Policy and ordinance update

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OUTPUT MEASURES

DESCRIPTION	2018 ACTUAL	2019 ACTUAL	2020 TO DATE
New employee onboarding and orientation	60 orientations 12 onboarding	74 orientations 15 trainings	41 Orientations 3 trainings
Benefits Administration	388 applications 195 COBRA docs	319 applications 177 COBRA docs	300 applications 115 COBRA docs
Classification and Compensation administrative (JD review and maintenance)	300	325	50
Recruitment and Selection	123 recruitments 2839 applicants 23 postings	2300 applications 75 recruitments 30 postings/shift bids	200 applications 34 recruitments
Employee Assistance Program (Utilization and Helpline)	100	83	8

GOALS

GOAL	OBJECTIVE	STATUS
Updates to SCCO and Employee Handbook Policies and Procedures	Policy updates to ensure consistency with current practices and applicable employment laws, as well as implement additional safety and security related policies for employees.	Ongoing – Additional review.
Ratification of WPPA L241 collective bargaining agreement (Sheriff's Department)	Ratification of contract while maintaining internal parity as well as competitiveness.	Ongoing.
Continued incorporation of monthly new employee onboarding process	New employees prepared for new roles and departmental expectations.	Completed – ongoing.
Implementation of wellness committee and exploration of additional health related incentives.	Healthier and more wellness educated workforce and anticipated reduction in health insurance premiums.	Ongoing.
Continued development of management and employee training programs.	Development of training programs for ongoing management related processes and procedures results in more effective staff.	Completed – ongoing.
Continued exploration of additional options for health insurance (plan design, self-funding, and collaboration with other entities).	Anticipated reduction of rates for employees and employer and improved claims experience. Additional options for employees.	Ongoing.

Workers Compensation/Liability/Property:

- Separate reports attached