



OZAUKEE COUNTY HUMAN RESOURCES DEPARTMENT 2008 ANNUAL REPORT

TO THE HONORABLE BOARD OF SUPERVISORS:

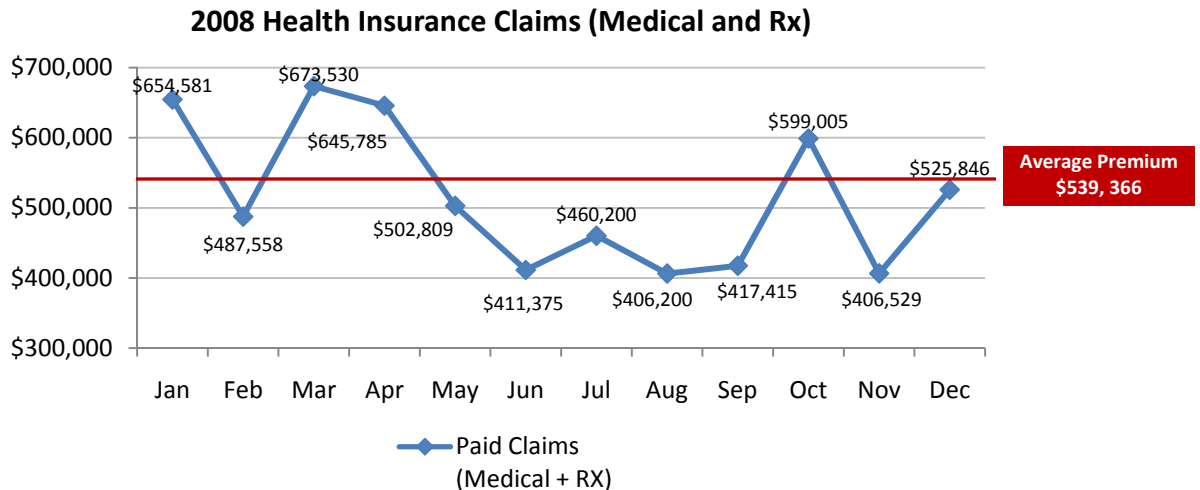
The Ozaukee County Human Resources Department is pleased to provide the 2008 Annual Report of the County's programs, initiatives, accomplishments, results of operations, and goals for the coming fiscal year. The Human Resources Department strives to provide effective, responsible, and accountable services to our employees and customers.

2008 Objectives: In 2008, five objectives were developed by the staff of the Human Resources Department. Progress towards those goals is below:

- 1. Continued Insurance Cost Containment on all Insurances, including Health and Wellness, Life, Long Term Disability, General Liability, Property, Worker's Compensation.**

Benefits: Proper planning, evaluation, and the administration of benefits for Ozaukee County employees, is a critical human resource function. The County's annual benefit expenditures are over \$11 Million and comprise 14.1% of expenditures in the 2009 adopted budget. Ensuring a competitive benefit package, both in terms of price and employee options, contains cost and assists with employee recruitment and retention.

Health Insurance: Health insurance is the most significant benefit offered by Ozaukee County. In 2009, the estimated premium is \$5.6 Million, more than half of the entire benefit expenditure of the County. The County continues to participate with the Wisconsin Counties Association Group Health Trust. With the assistance of the Trust and oversight of the Administrative Committee, the County has enjoyed a stable premium environment since 2006 resulting, in an average increase of 3.0% annually from 2006-2009. From 2003-2008 the County's health insurance plan has insured 1,100 lives on average.



The County's 2008 health insurance experience was favorable, with the overall health insurance premium paid slightly exceeding the paid claims experience:

- Total Paid Claims: \$6,190,833 (*Monthly Average: \$514,999*)
- Total Paid Premium: \$6,474,388 (*Monthly Average: \$539,547*)

2008 Health Insurance						
	Jan	Feb	Mar	Apr	May	Jun
Premium Paid	538,129	531,812	535,107	541,704	531,149	541,704
Paid Claims	654,581	487,558	673,530	645,785	502,809	411,375
	Jul	Aug	Sep	Oct	Nov	Dec
Premium Paid	543,019	545,327	543,677	542,028	541,366	539,366
Paid Claims	460,200	406,200	417,415	599,005	406,529	525,846

Dental Insurance: The County remains with Met Life, and saw no increase in premium in 2008. The monthly premium is paid in full by the employee. There are 225 employees enrolled in the dental plan.

Wisconsin Retirement System (WRS): Human Resources coordinates with the Finance Department to administer State of Wisconsin mandated WRS benefit. In 2008 the County had approximately 731 enrollees, in 2009 the estimated WRS expenditure exceeds \$3 Million.

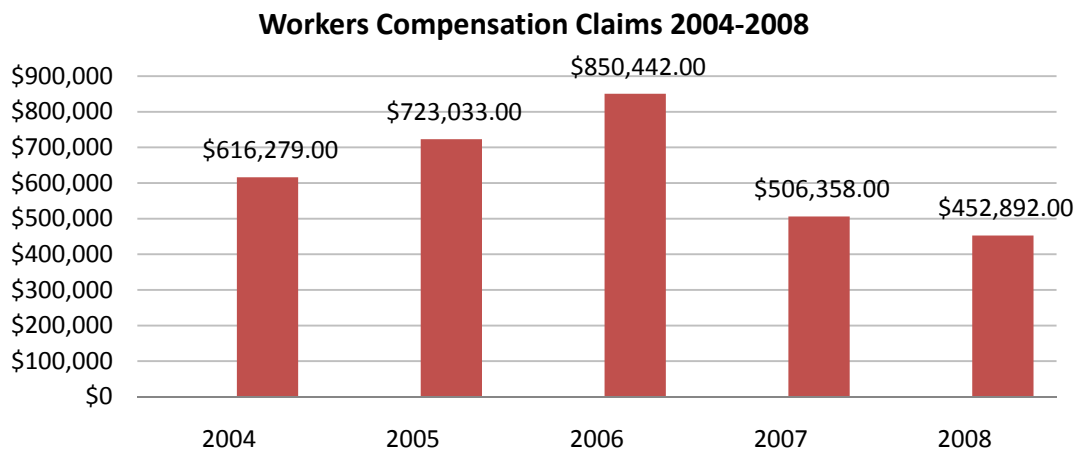
Life and Long Term Disability: The County offers Life and Long Term Disability insurance to all full-time County Employees. Similar to the annual health insurance premiums, the County has enjoyed relative stability for the premium rates. The number of LTD enrollees for 2008 was 469.

Flexible Spending: The County's flexible spending plan is a voluntary benefit allowing for the establishment of a pre-tax employee paid medical and dependent care account. The deductions may cover qualifying out-of-pocket medical, dental, vision, and even dependent care expenses. The pre-tax nature of the deductions is a benefit to the employees and also the County as it reduces the cost of payroll taxes. Wage Works administers this benefit for the County.

Year	Enrollees	Pre-Tax Dollars	FICA Savings
2005	142	\$ 148,376	\$ 11,351
2006	68	\$ 188,670	\$ 14,433
2007	137	\$ 189,139	\$ 14,469
2008	150	\$ 198,221	\$ 15,164

2. Increasing safety awareness to achieve continued reductions in worker’s compensation costs.

The prevention and administration of workers compensation claims is a constant focus of the Human Resources Department. As the County is self-funded, claims can have a significant budgetary impact. The Department is in continuous communication with our worker’s compensation carrier to review the claims and develop training on employee safety, incident investigation and other process improvements to reduce the number of claims filed and control costs. Biannual Safety Committee meetings are held, and individual training is developed to target safety issues at the departmental level including; lifting training and injury investigation at Lasata and the Sheriffs’ Department. Due in part to these efforts, we continue to see a downward trend in the costs associated with workers compensation.



3. Strategize for more effective labor negotiations sessions.

The County negotiates four collective bargaining agreements. A primary goal of the Administrative Committee was securing wage settlements below a 3.0% cost of living increase. In 2008, the County settled with the OPEIU (Office and Professional Employees International Union) professional/clerical unit for a three-year wage settlement of 2.5%/2.5%/2.9% and with the LAW (Labor Association of Wisconsin) representing Lasata for 2.75%/2.75%/2.75%. The Lasata settlement contained noteworthy alterations to the wage structure of dietary staff securing nearly \$50,000 of annual savings. Current wage settlements are shown in the table below.

Union	2009	2010	2011
OPEIU	2.5%	2.5%	2.9%
OPEIU - Highway	2.75%	2.75%	
LAW – Nursing Home	2.75%	2.75%	2.75%
LAW – Sheriff’s Deputies*			
<i>*Contract in Arbitration</i>			

4. Continue training programs for managerial supervisors and department heads to increase efficiencies and promote a higher level of employee satisfaction.

In 2008, the County continued the commitment to acquiring and improving our supervisory and personnel management skills. Managers completed two additional training courses on performance management and the implementation of a balanced scorecard towards the completion of their Certificate in Public Administration.

5. Continue communications with employees and management to ensure a positive work environment.

The Human Resources Department and County Administrator's Office held two management roundtables in 2008. Presentations were held on personnel management, budgeting, health reimbursement accounts, and our 2008 health insurance experience. To continue to foster a healthy work environment, staff and supervisors at Lasata and the Sheriff's Department attended training sessions on workplace decorum and sensitivity.

Personnel Recruitment and Retention: Personnel recruitment and retention is a primary activity of the Human Resources Department, with significant roles being advertising, interviewing, assessing, orientation, and performance evaluation of employees. The importance of locating, screening, hiring and retaining quality personnel cannot be understated, and is key to the continuing success of Ozaukee County. Statistics on the recruitment and retention activities of the Human Resource Department can be found at the end of this report.

2009 Goals: Departmental goals for 2009 include:

1. Updating Job Descriptions Countywide
2. Continued benefit cost containment and implementation of health insurance plan changes
3. Development of an Incentive Based Employee Wellness Program
4. Continued development of Human Resources Staff and County Management Personnel

The Ozaukee County Department of Human Resources has successfully met many of the challenges 2008 presented to staff and our employees. The tremendous efforts of the Human Resources staff Betty Klumb, Benefits Manager, and Julie Sauer, Employee Services Specialist, are critical to the anticipated success of the coming year. I applaud their dedication as we work as a team to support Ozaukee County's employees, our most valuable asset.

Respectfully submitted,



Jason G. Dzwiniel
Human Resources Director/Assistant County Administrator
Ozaukee County

Department	Avg. Years of Service	Employees w/ 5 or More Years of Service	Average Age	New Hires	Terminations
County Board*	7	16	60	6	6
County Clerk	10	3	51	5	
Treasurer	12	2	57		
Child Support	14	7	53	1	1
Maintenance	9	10	47	5	6
Technology Resources	20	7	47		
District Attorney	10	6	41		
Finance	10	6	54		
Clerk of Courts	13	19	52		3
Coroner	16	5	60		
Sheriff's	12	84	43	7	4
Human Resources	11	3	46		
Register of Deeds	19	6	51	1	
Public Health	14	13	52		2
County Administrator	10	3	47		
Human Services	12	65	49	10	4
Corporation Counsel	12	1	52		1
ADRC	6	12	54		
Veterans	9	5	68		
Highway	15	44	51	2	1
UW-Extension	10	2	41	1	2
Parks	17	9	49	1	1
Land & Water Management	13	5	47	1	
Lasata	6	116	40	118	104

Pay By Salary Level (Permanent Employees Only)	
< \$10,000	117
\$10,000 - \$19,999	75
\$20,000 - \$29,999	76
\$30,000 - \$39,999	139
\$40,000 - \$49,999	116
\$50,000 - \$59,999	131
\$60,000 - \$69,999	36
\$70,000 - \$79,999	8
\$80,000 - \$89,999	17
\$90,000 - \$99,999	2
>100,000	4

By Age (Permanent Employees Only)	
<21	26
21 - 30	86
31 - 40	125
41 - 50	185
51 - 60	210
>60	89

EEO (Permanent Employees Only)	
Female	64%
Male	36%
Minority	10%
Non-Minority	90%

Years of Service (Permanent Employees Only)	
<1	25
1 - 5	288
6 - 10	141
11 - 15	75
16 - 20	95
>20	97