



OZAUKEE COUNTY HUMAN RESOURCES DEPARTMENT 2010 ANNUAL REPORT

TO THE HONORABLE BOARD OF SUPERVISORS:

The Ozaukee County Human Resources Department is pleased to provide the 2010 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. In carrying out our mission, the staff of the Human Resources Department works to:

- Retain our quality staff and recruit the best talent
- Improve all Human Resources processes and procedures
- Focus on impeccable customer service

Human Resources Objectives: Progress towards our annual Human Resources Directive is detailed below:

Employee Benefit Administration and Cost Containment

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 close to \$12 Million and comprise 29.0% of personnel expenditures, and 15.0% of total expenditures, in the 2010 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 2010, the total premium was just over \$7 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.

The County's 2010 health insurance experience was again favorable, with the overall health insurance premiums paid slightly exceeding the paid claims experience:

- Total Paid Claims: \$6,585,429 (*Monthly Average: \$548,786*)
- Total Paid Premiums: \$7,037,543 (*Monthly Average: \$586,462*)

| 2009 Health Insurance Summary | | | | 2010 Health Insurance Summary | | | |
|-------------------------------|--------------------|--------------------|------------------|-------------------------------|--------------------|--------------------|------------------|
| | Premium | Paid Claims | Net Premium Paid | | Premium | Paid Claims | Net Premium Paid |
| Jan | \$554,534 | \$581,018 | (\$26,484) | Jan | \$592,780 | \$714,919 | (\$122,139) |
| Feb | \$555,020 | \$451,980 | \$103,040 | Feb | \$586,446 | \$523,407 | \$63,039 |
| Mar | \$558,131 | \$451,532 | \$106,599 | Mar | \$585,388 | \$654,491 | (\$69,103) |
| Apr | \$554,745 | \$477,182 | \$77,563 | Apr | \$583,969 | \$516,250 | \$67,719 |
| May | \$554,737 | \$424,530 | \$130,207 | May | \$582,903 | \$437,727 | \$145,176 |
| Jun | \$556,766 | \$581,934 | (\$25,168) | Jun | \$587,326 | \$569,445 | \$17,881 |
| Jul | \$557,460 | \$568,133 | (\$10,673) | Jul | \$587,163 | \$562,000 | \$25,163 |
| Aug | \$561,195 | \$395,224 | \$165,971 | Aug | \$584,326 | \$503,902 | \$80,424 |
| Sep | \$560,520 | \$609,900 | (\$49,380) | Sep | \$587,520 | \$585,165 | \$2,355 |
| Oct | \$559,837 | \$549,787 | \$10,050 | Oct | \$587,520 | \$439,240 | \$148,280 |
| Nov | \$561,532 | \$470,536 | \$90,996 | Nov | \$586,101 | \$475,579 | \$110,522 |
| Dec | \$585,510 | \$647,325 | (\$61,815) | Dec | \$586,101 | \$603,304 | (\$17,203) |
| TOTAL | \$6,719,987 | \$6,209,081 | \$510,906 | TOTAL | \$7,037,543 | \$6,585,429 | \$452,114 |

Dental Insurance: The County remains with Met Life, and saw a 5.0% increase in premium in 2010. The monthly premium is paid in full by the employee. There are 228 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 2010 the County had approximately 622 enrollees. In 2010 the estimated WRS expenditure exceeded \$6.5 Million.

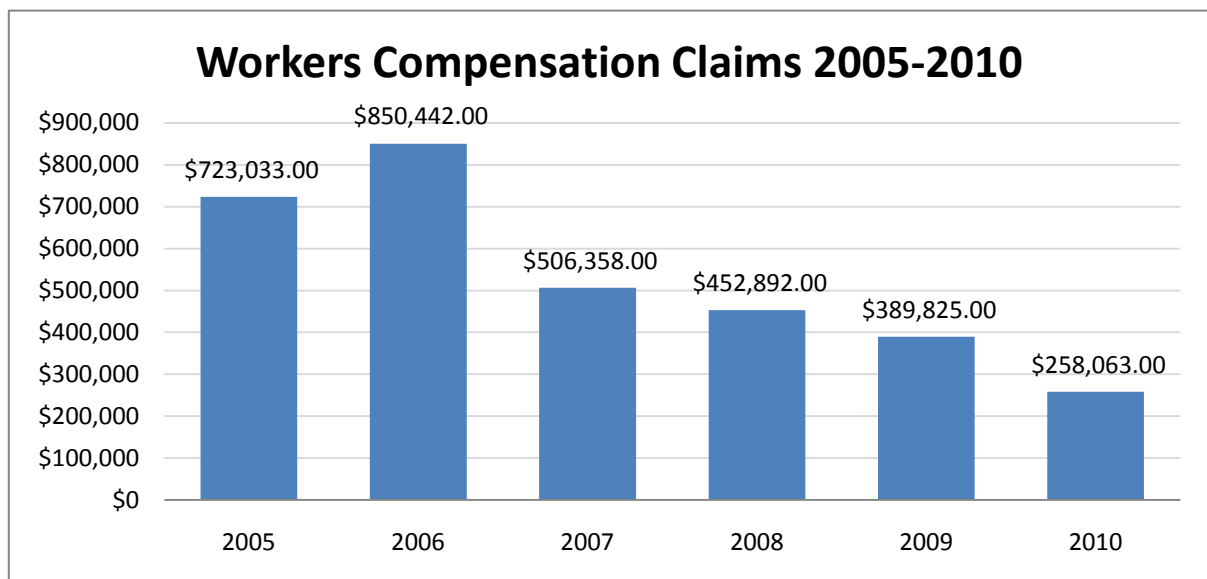
Life and Long Term Disability: The County offers Life and Long Term Disability insurance to all full-time County Employees. Similar to the annual health insurance premiums, the County has enjoyed relative stability for the premium rates. The number of Life and LTD enrollees for 2010 was 481.

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 |
|------|-----------|-----------------|--------------|
| 2008 | 150 | \$198,221 | \$15,164 |
| 2009 | 135 | \$193,757 | \$14,822 |
| 2010 | 137 | \$224,129 | \$17,145 |

Containment of Worker's Compensation Costs and Increasing Safety Awareness

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. Bi-annual 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.



Effective Labor Negotiations

The County benefited from having two of the four bargaining unit contracts settled in 2010. Negotiations with the Highway Department Employees and Sheriff's Deputies were held in 2010; no settlements were reached. It was the pleasure of the Human Resources staff to assist the County Administrator's Office and Administrative Committee in securing changes to the in-network health insurance deductibles with three of the four bargaining units in for 2010.

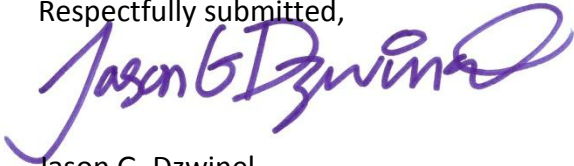
Personnel Recruitment and Retention

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.

The Ozaukee County Department of Human Resources has successfully met many of the challenges 2010 presented to staff and our employees. The tremendous efforts of Betty Klumb, Benefits Manager, cannot be understated. Her efforts are critical to the ongoing success we see in serving our employees.

Respectfully submitted,



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

| Department | Avg. Years of Service | Employees w/ 15 or More Years of Service | Average Age | New Hires | Terminations |
|-------------------------|-----------------------|--|-------------|-----------|--------------|
| County Clerk | 11 | 1 | 52 | | |
| Treasurer | 11 | 1 | 51 | 1 | 1 |
| Child Support | 10 | 7 | 48 | | 1 |
| Maintenance | 9 | 7 | 47 | 3 | 5 |
| Technology Resources | 18 | 4 | 45 | | |
| District Attorney | 12 | 2 | 43 | 2 | 2 |
| Finance | 9 | 2 | 51 | 2 | 1 |
| Clerk of Courts | 16 | 9 | 51 | 3 | 3 |
| Coroner | 15 | 2 | 56 | | |
| Sheriff's | 13 | 48 | 42 | | 2 |
| Human Resources | 15 | 1 | 47 | | |
| Register of Deeds | 20 | 3 | 48 | | |
| Public Health | 13 | 7 | 51 | 1 | 2 |
| County Administrator | 11 | 1 | 50 | | |
| Human Services | 13 | 32 | 50 | 1 | 4 |
| Corporation Counsel | 15 | 1 | 54 | | |
| ADRC | 8 | 0 | 51 | 1 | 1 |
| Veterans | 7 | 0 | 51 | | |
| Highway | 15 | 23 | 49 | | 2 |
| UW-Extension | 10 | 2 | 42 | | |
| Parks | 12 | 5 | 43 | | |
| Land & Water Management | 8 | 7 | 46 | | |
| Lasata | 5 | 30 | 38 | 96 | 99 |

| Pay By Salary Level (Permanent Employees Only) | |
|--|-----|
| < \$10,000 | 112 |
| \$10,000 - \$19,999 | 67 |
| \$20,000 - \$29,999 | 82 |
| \$30,000 - \$39,999 | 138 |
| \$40,000 - \$49,999 | 111 |
| \$50,000 - \$59,999 | 123 |
| \$60,000 - \$69,999 | 38 |
| \$70,000 - \$79,999 | 24 |
| \$80,000 - \$89,999 | 17 |
| \$90,000 - \$99,999 | 2 |
| >100,000 | 4 |

| EEO (Permanent Employees Only) | |
|--------------------------------|-----|
| Female | 58% |
| Male | 42% |
| Minority | 8% |
| Non-Minority | 92% |

| By Age (Permanent Employees Only) | |
|-----------------------------------|-----|
| <21 | 31 |
| 21 - 30 | 98 |
| 31 - 40 | 114 |
| 41 - 50 | 168 |
| 51 - 60 | 175 |
| >60 | 56 |

| Years of Service (Permanent Employees Only) | |
|---|-----|
| <1 | 78 |
| 1 - 5 | 288 |
| 6 - 10 | 124 |
| 11 - 15 | 79 |
| 16 - 20 | 82 |
| >20 | 95 |