



# OZAUKEE COUNTY HUMAN RESOURCES DEPARTMENT 2009 ANNUAL REPORT

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## TO THE HONORABLE BOARD OF SUPERVISORS:

The Ozaukee County Human Resources Department is pleased to provide the 2009 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. This is an increase in percentage for both comparisons, due in large part to the 2010 operating budget freeze. 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 total premium was \$6.7 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 2009 health insurance experience was again favorable, with the overall health insurance premium paid slightly exceeding the paid claims experience:

- Total Paid Claims: \$6,209,081 (*Monthly Average: \$517,423*)
- Total Paid Premium: \$6,719,987 (*Monthly Average: \$559,999*)

2008 Health Insurance Summary			
	Premium	Paid Claims	Net
Jan	\$538,129	\$654,581	(\$116,452)
Feb	\$531,812	\$487,558	\$44,254
Mar	\$535,107	\$673,530	(\$138,423)
Apr	\$541,704	\$645,785	(\$104,081)
May	\$531,149	\$502,809	\$28,340
Jun	\$541,704	\$411,375	\$130,329
Jul	\$543,019	\$460,200	\$82,819
Aug	\$545,327	\$406,200	\$139,127
Sep	\$543,677	\$417,415	\$126,262
Oct	\$542,028	\$599,005	(\$56,977)
Nov	\$541,366	\$406,529	\$134,837
Dec	\$539,366	\$525,846	\$13,520
<b>TOTAL</b>	<b>\$6,474,388</b>	<b>\$6,190,833</b>	<b>\$283,555</b>

2009 Health Insurance Summary			
	Premium	Paid Claims	Net
Jan	\$554,534	\$581,018	(\$26,484)
Feb	\$555,020	\$451,980	\$103,040
Mar	\$558,131	\$451,532	\$106,599
Apr	\$554,745	\$477,182	\$77,563
May	\$554,737	\$424,530	\$130,207
Jun	\$556,766	\$581,934	(\$25,168)
Jul	\$557,460	\$568,133	(\$10,673)
Aug	\$561,195	\$395,224	\$165,971
Sep	\$560,520	\$609,900	(\$49,380)
Oct	\$559,837	\$549,787	\$10,050
Nov	\$561,532	\$470,536	\$90,996
Dec	\$585,510	\$647,325	(\$61,815)
<b>TOTAL</b>	<b>\$6,719,987</b>	<b>\$6,209,081</b>	<b>\$510,906</b>

**Dental Insurance:** The County remains with Met Life, and saw a 5.0% increase in premium in 2009. The monthly premium is paid in full by the employee. There are 235 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 2009 the County had approximately 622 enrollees, in 2009 the estimated WRS expenditure exceeded \$3 Million.

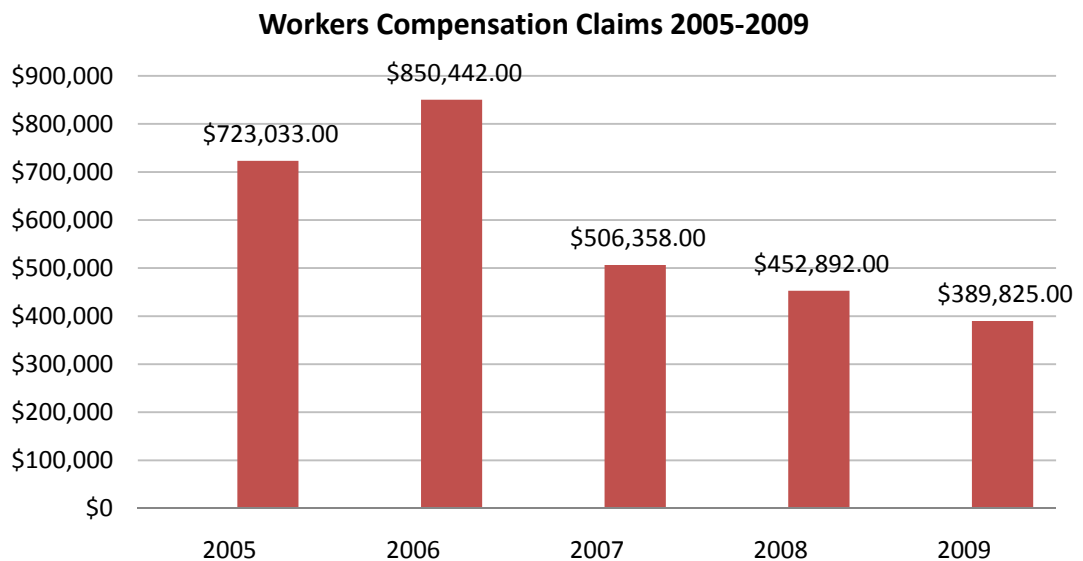
**Life and Long Term Disability:** The County offers Life and Long Term Disability insurance to all full-time County Employees. Similar to the annual health insurance premiums, the County has enjoyed relative stability for the premium rates. The number of LTD enrollees for 2009 was 465.

**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
2007	137	\$189,139	\$14,469
2008	150	\$198,221	\$15,164
2009	135	\$193,757	\$14,822

## 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. 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.



## Effective Labor Negotiations

The County benefited from having three of the four bargaining unit contracts settled in 2009 and also enjoyed a victory in interest arbitration with the Sheriff's Deputies Union. In addition, it was the pleasure of the Human Resources staff to assist the County Administrator's Office and Administrative Committee in securing wage freezes, or equivalent structural concessions, with each of the four bargaining units in for 2010.

## Managerial and Supervisory Training

In 2009, 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.

## 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 2009 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	17	61	1	1
County Clerk	11	3	52		
Treasurer	11	2	58	1	1
Child Support	14	7	54	1	
Maintenance	8	7	46	7	6
Technology Resources	18	7	48		
District Attorney	12	6	42	1	1
Finance	10	10	55		1
Clerk of Courts	15	19	53		1
Coroner	17	5	61		
Sheriff's	12	84	44	9	4
Human Resources	12	3	47		
Register of Deeds	20	6	52		
Public Health	15	16	53		
County Administrator	11	3	48		
Human Services	12	62	50	1	6
Corporation Counsel	13	1	53		
ADRC	7	15	55	1	1
Veterans	8	4	67		
Highway	15	42	49	1	2
UW-Extension	10	2	42	1	1
Parks	17	9	45	5	
Land & Water Management	14	5	48		
Lasata	7	126	41	78	79

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

By Age (Permanent Employees Only)	
<21	12
21 - 30	81
31 - 40	118
41 - 50	177
51 - 60	204
>60	126

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