

Walworth County Human Resources Committee  
August 13, 2007 – 9:30 a.m.  
Government Center Conference Room 111  
Elkhorn, Wisconsin

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Chairperson Ketchpaw called the meeting to order at 9:30 a.m.

Roll was called. In attendance were Chair Ketchpaw, Vice Chair Wagie-Troemel and Supervisors Hawkins, Downing and Russell. A quorum was declared.

Others in attendance included Dave Bretl, County Administrator/Corporation Counsel; Suzi Hagstrom, Labor/Employee Relations Director; Nicole Andersen, Deputy County Administrator – Finance; and, Shane Crawford, Deputy County Administrator – Central Services.

Approval of the agenda was moved and seconded by Supervisors Hawkins and Downing, and carried 5 – 0.

Approval of the July 16, 2007 Human Resources minutes was moved and seconded by Vice Chair Wagie-Troemel and Supervisor Downing. The motion carried 5 – 0.

There were no members of the public in attendance and no public comment.

**Family Court Commissioner 2008 salary.** Comparables from other counties were previously provided to members. Walworth County's is comparable among them. When the previous commissioner, Judith Stern left County employment, Attorney Dave Reddy was appointed by the circuit judges and assigned the salary his predecessor was paid. The past two years' raises have been 2.5% and 2%. Commissioner Reddy provided some statistics concerning his work, which the committee had reviewed.

**Supervisor Russell moved to provide a 2.5% raise for Commissioner Reddy. The motion was seconded by Supervisor Hawkins. It was noted that the commissioner's salary includes full County benefits. Bretl indicated he feels 2.5% is a reasonable pay increase. The motion carried 5 – 0.**

**Ordinance amending section 15-545 of the Code relative to other group insurance benefits.** There has been an issue with regard to the new financial/payroll software calculating pay raises, thus it was advised not to utilize it to calculate life insurance benefit increases for FLSA-exempt/salaried employees. Suzi Hagstrom indicated there are areas the county can achieve cost savings with regard to benefits for FLSA-exempt employees.

**Supervisors Downing and Russell moved and seconded a recommendation for county board adoption of the ordinance. The motion carried 5 – 0.**

**Ordinance amending section 15-17 of the Code relating to a position reclassification in the Public Works.** There is currently one mechanic position vacant at Public Works

(PW). The welder position, when there is no welding work, performs mechanic work. The PW department needs a mechanic, said Shane Crawford. The mechanic position has been filled and vacated approximately three times in the past year. It has been difficult to keep it filled. Public Works took on mechanic work from the sheriff and nursing home, and has not added any positions. Reclassifying the position would update department staffing to current standards.

**A motion and second were offered by Supervisors Downing and Wagie-Troemel to recommend the ordinance amendment for county board adoption. The motion carried 5 – 0.**

**Ordinance amending section 15-17 of the Code relating to a position title change in the Finance department.** This ordinance amendment was previously discussed by the committee. A minor revision was necessary to a position title, from Payroll Coordinator to Payroll Assistant.

**Supervisor Downing and Vice Chair Wagie-Troemel moved and seconded a recommendation for county board adoption of the ordinance; the motion carried 5 – 0.**

**Ordinance amending section 15-152 and 15-810 of the Code relative to required medical examinations and drug or alcohol testing.** At the time the current practice of testing all new hires was changed (six years ago), current employees seeking new positions in the County were requested to undergo the testing, as well. The ordinance was not updated to reflect this change in practice. This current ordinance amendment reflects the change in County practice. The ordinance will be revised as follows in sec. 15-152 (b): “Final candidates for demotional, lateral transfer and promotional postings that would experience a significant change in the physical and/or psychological requirements of the new position shall be required to pass a medical and/or psychological examination to establish their qualification for the new job.” The committee will re-review this next month.

Note: Next month’s agenda will include a draft ordinance implementing random drug screening for all county employees.

(Supervisor Downing departed at 10:05 a.m.)

**Report/update on temporary flexible work schedule for County highway workers.**

The four/10-hour day schedule for highway workers has proven beneficial and productive. Shane Crawford distributed a memorandum summarizing the benefits management has been able to quantify. Overtime has been reduced and there have been no negative effects of the highway crew not being on the road on Fridays. From a management standpoint, this schedule has worked well. Crawford indicated most employees like the new schedule, although some have expressed dislike for it. Further analysis and a report will be provided to the committee in the near future.

The chair had no reports or announcements.

The next human resources committee meeting was confirmed for Monday, September 17, 2007 at 9:30 a.m.

Chairperson Ketchpaw adjourned the meeting at 10:10 a.m. on motion and second by Supervisors Russell and Wagie-Troemel.

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Respectfully submitted by Suzanne Harrington, assistant to the county administrator.  
These minutes were approved unanimously by the committee on September 17, 2007.