1. Agenda
   Documents:
   JANUARY 16, 2019 HR AGENDA.PDF

2. Meeting Materials
   Documents:
   JAN 16, 2019 HR PACKET.PDF
County Board Human Resources Committee
MEETING NOTICE
Wednesday, January 16, 2019
3:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Tim Brellenthin – Chair    Ken Monroe – Vice-Chair
Supervisor Kathy Ingersoll  Supervisor Susan Pruessing  Supervisor Rick Stacey

(Posted in compliance with Sec. 19.84, Wis. Stats.)

It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of minutes
   a) December 12, 2018 Human Resources Committee Meeting (encl. pp. 1-3)
6. Public comment period
7. New Business
   a) Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees (encl. pp. 4-9)
   b) Ordinance Amending Various Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to References to Retiree Health Insurance (encl. pp. 10-13)
   c) Ordinance Amending Section 15-6 of the Walworth County Code of Ordinances Relating to Position Title Updates for Certain HHS Employees (encl. pp. 14-16)

Reports/announcements by Chairperson

Set/confirm next meeting date and time
   a) Wednesday, February 20, 2019 at 3:30 p.m.

Adjournment
Memorandum

To: Walworth County Human Resources Committee
Cc: David A Bretl, County Administrator
From: Dale Wilson, Human Resources Director
Date: January 10, 2019
RE: January 16, 2019 Human Resources Committee Meeting

We have 3 items on our agenda.

**Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees.** With new direction at Public Works, some work rule changes have been implemented to identify gaps in clear direction and management decision making. During Mr. Hough’s analysis of the reward paradigm for employees who may be called in at a moment’s notice, Mr. Hough identified a potential way to compensate employees’ differently in order to recognize the impact to their personal lives while also addressing the department’s overtime policies. Enclosed in your packet is a proposal for your consideration to implement a type of “differential pay” that would act in similar fashion to a shift differential being used at other departments. Public Works’ operations are slightly different than our other 24 by 7 operations due to the fact we do not currently operate different shifts to fulfill the emergency operation needs. This differential pay would be an option to address the operational differences at Public Works. This proposal will also be considered by the Public Works Committee at their regular meeting this month for their operational considerations. Mr. Hough will be present at the Human Resources Committee meeting to discuss this proposal and how this would be implemented should the Board approve of this concept. If you have any questions or concerns prior to your meeting, please reach out to Rich or myself for more information.

**Ordinance Amending Section 15-634 of the Walworth County Code of Ordinances Relating to Use of County and Personal Vehicles.** This amendment is necessary due to a renumbering of areas of Chapter 15 with the implementation of Personal Time Off changes. The Retiree Health Insurance section was renumbered with the Personal Time Off changes and other areas of the Code which contain references to this section were not altered in the prior amendments of Chapter 15. This amendment corrects the now inaccurate references to this section.

**Ordinance Amending Chapter 15 of the Walworth County Code of Ordinances Relating to the Decertification of the HHS Professionals.** This amendment alters the references to a position title of a current HHS management position. This particular position is being retitled internally with no fiscal impact as a result of the
retitling. However, we need to clean the Code of Ordinances up to address any references to title of the position.

DW/eh
Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and all following members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, Susan Pruessing and Rick Stacey.

Others in Attendance
County Board Supervisors: County Board Chair Nancy Russell
County staff: County Administrator David Bretl; Human Resources (HR) Director Dale Wilson; Deputy County Administrator-Finance Nicki Andersen; Health and Human Services (HHS) Director Elizabeth Aldred; Deputy Director of HHS Carlo Nevicosi; Risk/Benefits Manager Lisa Henke; Disability Benefits Specialist Cheri Stoffel; Elder Benefits Specialist Julie Juranek; ADRC Specialists Dea Creanza and Jeanine Dable

Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the agenda. Motion carried by voice vote.

On motion by Supervisor Stacey, seconded by Vice Chair Monroe, the minutes of the November 14, 2018 Human Resources Committee meeting were approved by voice vote.

- Public comment – Chair Brellenthin said public comment would be heard on the 2019 Pay Ranges for Certain Health and Human Services Employees before discussion of the agenda item.

New Business
- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain LHCC Employees
  Human Resources Director Dale Wilson distributed supplemental information to this item before the meeting. The Lakeland Health Care Center (LHCC) Board approved the ordinance at its meeting earlier in the day. In order to enhance recruitment of qualified staff, management at LHCC is proposing paying a $1.00/hour shift premium for all CNA and licensed nursing staff who work weekends, from first shift on Saturdays to third shift on Sundays. Currently, shift premiums are not equitable and not available to all staff. Wilson said staff shortages are industry-wide, and nursing facilities have already adopted this practice. During 2019, management staff may be making other wage adjustments to increase competitiveness with the current market. Stand By pay for staffing holidays was proposed to be stricken from the Ordinance, since it has rarely, if ever, been used; however, the LHCC Board of Trustees voted to keep the provision in the Ordinance to resolve coverage emergencies if needed. Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the ordinance, and to leave the Stand By premium in the document. Motion carried 5-0.

- Ordinance Amending Section 15-634 of the Walworth County Code of Ordinances Relating to Use of County and Personal Vehicles
  Wilson said the purpose of the amendment is to ensure staff and their spouses/dependents are not considered in violation of the policy if they decide to sign up for a law enforcement ride-along program.
The changes would apply only to a Sheriff’s Office ride-along as allowed per policy. County Board Chair Russell suggested that a definition of approved “ride-alongs” be included in the ordinance. County Administrator David Bretl will review the document and include a definition or reference the appropriate ordinance before it goes to the Board for approval. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to recommend approval of the ordinance with inclusion of the appropriate definition/reference by the County Administrator. Motion carried 5-0.**

- Resolution Authorizing the Reduction of Relief Cook Positions at the Lakeland Health Care Center
  
  Wilson said the LHCC Board approved the resolution at their meeting earlier in the day. The proposed change is a result of the transition of relief cook positions from CNA positions suggested by the outside consultants earlier this year. One of the positions is vacant because an employee took a full-time position, and the other position is already working .35 FTE. No staff will be disrupted as a result of this change to better meet scheduling needs. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to approve the resolution. Motion carried 5-0.**

Chair Brellethnin announced public comment would be heard before the discussion/action on the Resolution Adopting 2019 Pay Ranges and Rules for Implementation for Certain Health and Human Services Employees.

Cheri Stoffel, Disability Benefits Specialist, and Julie Juranek, Elder Benefits Specialist, provided their input on the proposed pay ranges. Stoffel said she provided the HHS Board with letters from her, Juranek, a Disability Rights Wisconsin attorney, an Older Americans Act Consultant from the Greater Wisconsin Agency on Aging Resources, Inc. (GWAAR), an attorney from Legal Action of Wisconsin, and a Legal Services Developer from the Bureau of Aging and Disability Resources concerning the complex duties performed by benefit specialists. State policies require a Bachelor’s Degree for their positions, which involve the provision of services of a social worker, case worker, paralegal and advocate. The Benefits Specialists represent consumers in administrative hearings and provide education and development management to volunteers. She asked the Committee to re-evaluate the proposed pay range based on the requirements of their positions.

Aging and Disability Resource Center (ADRC) Specialists Dea Creanza and Jeanine Dable expressed their concern with the recent salary study performed by Korn Ferry. The ADRC Specialists are proposed to be placed in a lower pay range than their colleagues in other departments, whereas previously they were in the same level. Dable said ADRC works in a large scope of programs, providing services to the elderly and those with physical, intellectual and mental disabilities. The ADRC Specialists have the same level of educational requirements and certifications as those proposed to be placed in the higher pay range. They do home visits, safety risk assessments, evaluate cognition and functioning, and follow up with plans and/or interventions. ADRC Specialists collaborate with community resources, both public and private, and determine customer eligibility for public assistance programs. Creanza asked for reconsideration of the proposed pay plan for their positions.

- Resolution Adopting 2019 Pay Ranges and Rules for Implementation for Certain Health and Human Services Employees
  
  Wilson explained the process undertaken to evaluate positions after the decertification of the union. Health and Human Services (HHS) Management reviewed current pay ranges and functions and compared them to union positions for parity. New job descriptions were developed for various positions and sent to the County’s outside consultant Korn Ferry (formerly the Hay Group) for evaluation and
recommendations for potential inclusion within the County’s current adopted pay ranges. Korn Ferry met individually with HHS division managers concerning the managers’ analysis and review of each of the positions being analyzed by Korn Ferry and interaction with other divisions at HHS. Korn Ferry prepared a report on their findings and Wilson recommended the pay ranges based upon that report. HHS management also surveyed other entities for market competitiveness and equity, and this information was considered during Wilson’s pay range recommendations. The implementation rules are the same as the rules used when implementing the Hay Group study in 2016 to transition the current employees to the proposed wage scale. At its meeting earlier in the day, the HHS Board recommended to implement the proposed plan, with the exception of the Disability and Elder Benefits Specialists positions, and directed staff to re-evaluate that proposed pay grade as recommended by Korn Ferry. Wilson said the recommendations will go to the full Board in January for approval. Because of the timing of the January Board meeting and employee pay cycles, any Board approvals will be done without retroactive payments to employees. He emphasized that no employee would receive a reduction in pay as a result of implementing what is included currently in Committee members’ packets; those going to a lower pay range will be frozen at their current rates, unless the bottom of the newly recommended pay range is lower than the employee’s current wage. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to recommend approval of the Resolution Adopting 2019 Pay Ranges and Rules for Implementation for Certain Health and Human Services Employees, with the exception of the Disability and Elder Benefits Specialists positions, which will be re-evaluated by HHS and Human Resources staff. Recommendations from the re-evaluation will be included in the Resolution presented to the County Board at the January 2019 meeting. Motion carried 5-0.**

- Ordinance Amending Chapter 15 of the Walworth County Code of Ordinances Relating to the Decertification of the HHS Professionals

Wilson said because of the decertification of the HHS Professionals union, special practices in the Ordinance will be removed and placed in the appropriate ordinances. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the Ordinance. Motion carried 5-0.**

**Reports**
- Report and update on the impact of Health Care Reform as it relates to the definition of full-time employees

Wilson said any employee who is a .75 FTE or higher is eligible for County health insurance, which complies with health care reform rules. Risk/Benefits Manager Lisa Henke reported after review of 199 part-time, limited-term and casual employees’ hours worked during the look back period for the year, six employees were eligible for County health care coverage in 2019. Of the six, only one employee elected to enroll in the health plan. The eligibility is down from the number who elected coverage in 2018.

**Reports/announcements by Chairperson** – There were none.

**Confirmation of next meeting:** Wednesday, January 16, 2019 at 3:30 p.m.

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:09 p.m.
MEMORANDUM

Date: 3 January 2019

To: Human Resource & Public Works Committees

Cc: Dale Wilson – Human Resources Director
    Nicki Anderson – Deputy County Administrator - Finance
    Dave Bretl – County Administrator

From: Richard Hough – Public Works Director

Subject: Premium Pay – Unscheduled Hours

Purpose. The purpose of this correspondence is to seek a budget amendment that covers costs associated with a Public Works Unscheduled Hours Differential Pay premium. Additionally, if the premium and budget are approved, updates to finance / payroll systems and Ordinance 15-359 will be required.

Argument. Over the last several years, both overtime budget estimates and utilization have disconnected from, and outpaced, winter severity ratings and requirements. For example, during the moderate (below average) winter of 2017-18, Public Works accumulated 4890 hours of overtime, exceeding the overtime accumulation of the most extreme winter (2013-14) Walworth County experienced in a decade; 4735 hours of overtime was paid during the winter of 2013-14. Over the last decade, winter period overtime accumulation averages approximately 3200 hours – see chart below:

[Chart 1: Overtime data pulled from Kronos; Severity Rating taken from Accumulated Winter Season Severity Index (AWSSI).

While Extreme Winter conditions are always possible, we should not budget for the extreme nor facilitate unrestricted overtime accumulation.
Based on my analysis, there is between 600 to 850 hours of excess overtime built into our 2019 budget. In fact, Public Works has 5663 hours of overtime budgeted. While the 2019 budget for overtime is consistent with 2018 figures, Public Works cannot justify the increased overtime budget based on historic winter severity ratings or the associated workload.

Also, I believe the upward trend in overtime and overtime budgets to be unsustainable, ineffective, and eroding resources that could be better utilized. Additionally, I believe, at times, present procedures to be potentially dangerous to employees and the public. While I am presently updating policies and practices to improve safety and performance, I am also establishing policies to justify and prioritize work that will be performed during periods of overtime.

In support of these policy efforts, it is my intent to reallocate 400 hours of overtime in the 2019 budget into a Premium Pay for work performed during Unscheduled Hours. This Premium would be allocated to most Full Time Equivalent (FTE) hourly Public Works employee performing duties outside the directorates’ regular business hours of 07:00 a.m. to 3:30 p.m. However, this premium would NOT apply to Public Works Administrative Staff, or On-Call and Limited Term Employees.

Costs. In the second chart below, and in the analysis of Flex Time Offsets documented on page 3, I demonstrate the affordability of a $5.00 per hour premium. Even under the worst case scenario for non-regular hours’ accumulation (or 6000 hours/annual) this premium is affordable within historic budgeting norms. However, given that this Differential Pay will not be implemented during the peak overtime period of 2019 (January – April), I am requesting transfer of 400 hours of Highway Overtime, valued $38.15/hr., or $15,258, into a new differential pay fund effective 1 September 2019. With a likely high of 3000 hours of overtime accumulation for the remainder of 2019, we can easily afford a $5.00 per hour premium – see chart below:

<table>
<thead>
<tr>
<th>Annual Non-Regular Time Accumulation</th>
<th>$2.50 Hour</th>
<th>$3 Hour</th>
<th>$5 Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000</td>
<td>$15,000</td>
<td>$18,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>5000</td>
<td>$12,500</td>
<td>$15,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>4000</td>
<td>$10,000</td>
<td>$12,000</td>
<td>$20,000</td>
</tr>
<tr>
<td>3000</td>
<td>$7,500</td>
<td>$9,000</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

NOTE: Remaining 2019 Highway overtime authorization exceeds historical average by 500 hours, after reallocation.

Mandated Flex Time Policy. Unlike other county departments, Public Works have rarely mandated the use of Flex Time for employees despite increased job-related risks, and, a lack of exception from county ordinance and administrative procedures. Recent budget and work-performance trends,
outlined above, demonstrate the ineffectiveness and growing costs of this unwritten “exclusion”. With recent implementation of mandated Flex Time within the department, over 600 hours of overtime was “curbed” in recent weeks with no mission-critical work delays. With improved management oversight of individual and crew safety, and policies that seek justification of overtime work, significant savings can be realized and reallocated into other forms of compensation. In other terms, I am not asking for a budget increase or decrease but to shift funds around to alter the reward paradigm and work-related practices of the public works department.

### FLEX TIME OFFSET CALCULATIONS

<table>
<thead>
<tr>
<th>On-Call Hourly Employees</th>
<th>Bi-Weekly Offset Ave.</th>
<th>Yrly Offset Total Hrs (6000)</th>
<th>2019 Yearly Offset Value</th>
<th>2019 Balance Employee OT Pay</th>
<th>2019 Department Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>32</td>
<td>1</td>
<td>832</td>
<td>$(31,736.64)</td>
<td>$184,681</td>
<td>3331.5</td>
</tr>
<tr>
<td>6</td>
<td>FLEET</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>234</td>
<td>$(8,073.00)</td>
<td>$208,345</td>
<td>266</td>
</tr>
<tr>
<td><strong>Potential OT Value</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>$176,608.36</strong></td>
</tr>
</tbody>
</table>

Outlines savings realized by reducing overtime accumulation by a single hour bi-weekly.

In the chart above, I outlined how implementation of flex time policies alone could provide annual funding off-sets required to afford the requested premium. NOTE: Only in winters categorized as *extreme* will this model for Public Works overtime budgeting be potentially overcome.

In the chart below, I outline how a potential winter week could play out for an individual patrolman with regards to mandated flex time (crew rest), overtime accumulation, and the impact on the budget.

### ONE WEEK ANALYSIS - EMPLOYEE EXAMPLE

<table>
<thead>
<tr>
<th>Forecast</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Snow</td>
<td>Snow</td>
<td>Snow</td>
<td>Snow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unscheduled</td>
<td>6</td>
<td>4</td>
<td>4</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Regular Time</td>
<td>8</td>
<td>8</td>
<td>4</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>$25 Hr</td>
<td>$200</td>
<td>$200</td>
<td>$100</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Flex Time (FT)</td>
<td>4</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flex Pay @$5</td>
<td>$30</td>
<td>$20</td>
<td></td>
<td></td>
<td>$20</td>
</tr>
<tr>
<td>OT $38/Hr</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$380</td>
</tr>
<tr>
<td>Total Hours</td>
<td>14</td>
<td>26</td>
<td>30</td>
<td>38</td>
<td>50</td>
</tr>
<tr>
<td>Category</td>
<td>Overtime</td>
<td>Flex Pay</td>
<td>Flex Time</td>
<td>Net County Benefit</td>
<td></td>
</tr>
<tr>
<td>Total Values</td>
<td>$380</td>
<td>$70</td>
<td>$(152)</td>
<td>$(82)</td>
<td></td>
</tr>
</tbody>
</table>

Employee earned 10 hours of overtime ($380), plus $70 in flex pay for work performed outside normally scheduled business hours. Meanwhile, the county benefited $82 in reduced compensation when the employee was mandated to take 4 hours of crew rest on Wednesday.
Finance Summary. Re-allocate four-hundred (400) hours of overtime pay from Highway’s Budget into a Premium Pay available for all hourly-wage Public Works employees for an Unscheduled Hours Differential Pay. Update Munis and other payroll systems to account for new premium no later than 1 September 2019.

Human Resources. Update Sec. 15-359. – Special Pay Premiums to include Unscheduled Hours Differential Pay. Coordinate with Public Works and Finance if altering this naming convention.

Conclusion. While Public Works employees are not excluded from flex time policies, we must recognize the unique contribution of these employees to the safety of the public and county personnel. Public Works employees frequently come in during unscheduled hours to provide snow and ice removal, and other urgent and emergency services. Accordingly, we should reward this flexibility with a premium pay that is similar to other departments. Doing so will recognize employee contributions by more legitimate and justifiable means.

<table>
<thead>
<tr>
<th>SUPPORTING DATA</th>
<th>Hwy</th>
<th>Fleet</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Call PAX</td>
<td>32</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Ave. Respon.</td>
<td>29</td>
<td>1</td>
<td>6</td>
</tr>
<tr>
<td>OT Limit</td>
<td>4163.5</td>
<td>1000</td>
<td>500</td>
</tr>
<tr>
<td>OT Value</td>
<td>$38.15</td>
<td>$39.38</td>
<td>$34.50</td>
</tr>
<tr>
<td>Budget Value</td>
<td>$158,816.71</td>
<td>$39,375.00</td>
<td>$17,250.00</td>
</tr>
<tr>
<td>Ave. OT Avail</td>
<td>130</td>
<td>167</td>
<td>56</td>
</tr>
<tr>
<td>Budget Overtime Value</td>
<td>$215,441.71</td>
<td>$216,418</td>
<td></td>
</tr>
<tr>
<td>VALUE 400 HRS (HWY)</td>
<td>$15,258.00</td>
<td>3763.5</td>
<td></td>
</tr>
</tbody>
</table>

Post implementation overtime balance in Highway Operation budget exceed historic average accumulation for winter operations. Department overtime balance remains well above at 5263.5 hours.
ORDINANCE NO. xxxx - 02/19

AMENDING SECTION 15-359 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SPECIAL PAY PREMIUMS FOR CERTAIN PUBLIC WORKS EMPLOYEES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-359 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-359. Special pay premiums.

(b) Any premium listed below is paid on productive hours only.

<table>
<thead>
<tr>
<th>Type of Premium</th>
<th>How Much</th>
<th>Who</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unscheduled Hours</td>
<td>$___/hour</td>
<td>Hourly Public Works employees *Excludes Public Works administrative staff, limited-term employees (LTE) and on-call employees</td>
<td>Received for any hours worked outside of the regular Monday-Friday schedule, as defined by departmental policy</td>
</tr>
</tbody>
</table>

PART II: That this ordinance shall become effective as of September 1, 2019.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 12th day of February 2019.

Nancy Russell
County Board Chair
County Board Meeting Date: February 12, 2019

Action Required: Majority Vote **X** Two-thirds Vote ______ Other ______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

David A. Bretl
Date
County Administrator/Corporation Counsel

Nicole Andersen
Date
Deputy County Administrator - Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums for Certain Public Works Employees

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to set a special pay premium for certain regular employees in the Department of Public Works who actively provide support outside of normal DPW business hours of 7:00 a.m. to 3:30 p.m. The premium would not apply to Public Works administrative staff, on-call and limited-term employees.

III. **Is this a budgeted item and what is its fiscal impact:** The cost of these changes is not a budgeted item in 2019. An approximate 2019 cost is $________. These additional costs can be accommodated by shifting some excess overtime hours in the highway overtime account to the proper account to cover this expense. These costs will be included in future budgets.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Public Works  Date: January 14, 2019
   
   Vote:
   
   Committee: Human Resources  Date: January 16, 2019
   
   Vote:
   
   County Board Meeting Date: February 12, 2019

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Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

_____________________________  ______________________
David A. Bretl  Date  Nicole Andersen  Date
County Administrator/Corporation Counsel  Deputy County Administrator - Finance
ORDINANCE NO. xxxx – 02/19

AMENDING VARIOUS SECTIONS OF CHAPTER 15 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO REFERENCES TO RETIREE HEALTH INSURANCE

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS

FOLLOWS:

PART I: That Section 15-302 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-302. Fringe benefits.

(e) Upon retirement the elected officer shall be eligible to continue in the health insurance plan subject to the provisions of section 15-556 15-557. Any officer not in County service prior to January 1, 2006 shall not be eligible to continue in the County health insurance plan upon retirement.”

PART II: That Section 15-338 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-338. Severance pay upon layoff or termination.

(4) An employee hired into a bargaining unit position after April 21, 1987 and then transferred to a non-represented position who did not elect to be covered by section 15-339, shall:

a. For severance purposes, sick benefit bank balances shall be frozen at the balance in effect on the date of transfer and paid at the formula under paragraph (5);

b. Earn and accrue sick benefit bank hours after the transfer date through December 31, 2018. These hours are eligible for conversion to health insurance credits as outlined in section 15-339 if employee is eligible for retiree health insurance as outlined in section 15-556 15-557;

c. Effective May 1, 2011, all employees promoted from a represented position to a non-represented position will retain the severance/sick credit election made in calendar year 2000 for CDEB professional employees and in calendar year 1998 for all other County employees.”
PART III: That Section 15-339 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-339. Conversion of sick benefit bank to health insurance credits.

(a) This section shall apply to employees who are otherwise entitled to retiree health insurance coverage pursuant to section 15-556 15-557 as set forth herein.”

PART IV: That Section 15-362 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-362. Exceptions for law enforcement positions.

(b) An employee classified as sheriff, undersheriff, captain, or lieutenant, and employed as a deputy sheriff shall be covered by this section.

(1) In accordance with section 15-545(b)(3), employees shall be eligible to receive a line of duty death benefit.

(2) In accordance with section 15-556(a) 15-557(a), for employees who began Walworth County sheriff's office service prior to December 1, 2005, have served the sheriff's office uninterrupted and are covered under WRS as a protective occupation employee, the county shall pay 50 percent of the health insurance premium until the retired employee is eligible for coverage under Medicare, subject to the employee meeting the following eligibility criteria”

PART V: That Section 15-531 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-531. Eligibility and exclusions.

(d) Upon retirement from the County, an employee may be able to continue in the insurance plan, subject to section 15-556 15-557.”

PART VI: That Section 15-532 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-532. Insurance plans.”
(d) An employee who retires and is eligible for retiree health insurance pursuant to 15-556(a), 15-557(a), except as identified in 15-532(e), will be eligible to remain enrolled in the health plan available to them as an active employee at the time of their retirement. During the County’s annual election published time, the retiree may elect to change their enrollment to any plan that they were eligible for as an active employee provided those plans are still offered by the County.”

PART VII: That this ordinance shall be effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 12th day of February 2019.

____________________________  ______________________________
Nancy Russell                Kimberly S. Bushey
County Board Chair            Attest: County Clerk

County Board Meeting Date: February 12, 2019

Action Required: Majority Vote ___ Two-thirds Vote______ Other_______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

____________________________  ______________________________
David A. Bretl                Nicole Andersen
County Administrator/Corporation Counsel  Deputy County Administrator-Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Various Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to References to Retiree Health Insurance

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to update references to the Retiree Health Insurance section of the Code to reflect the correct Section number.

III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no fiscal impact on the county budget.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Human Resources Committee        Date: January 16, 2019

   Vote:

   County Board Meeting Date: February 12, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

<table>
<thead>
<tr>
<th>David A. Bretl</th>
<th>Date</th>
<th>Nicole Andersen</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator/Corporation Counsel</td>
<td></td>
<td>Deputy County Administrator-Finance</td>
<td></td>
</tr>
</tbody>
</table>
ORDINANCE NO. xxxx – 02/19

AMENDING SECTION 15-6 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO POSITION TITLE UPDATES FOR CERTAIN HHS EMPLOYEES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-6 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-6. At-will employment; employment contracts.

(f) The County Administrator shall ensure that employment contracts are prepared and executed for any department head hired or promoted after January 8, 2002 (excluding an elected official) and anyone hired through competitive means pursuant to 15-316 (b) and 15-335 (a) after the date indicated into the positions identified below.

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Director - Special Education</td>
<td>Lakeland School</td>
<td>April 1, 2017</td>
</tr>
<tr>
<td>Comptroller</td>
<td>Finance</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Finance Manager</td>
<td>Finance</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>Financial Systems Administrator</td>
<td>Finance</td>
<td>February 11, 2014</td>
</tr>
<tr>
<td>Purchasing Manager</td>
<td>Finance</td>
<td>March 22, 2015</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Health and Human Services</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>HS Manager - Administrative Services</td>
<td>Health and Human Services</td>
<td>October 14, 2014</td>
</tr>
<tr>
<td>HS Manager – Aging Services &amp; Resources Support</td>
<td>Health and Human Services</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>HS Manager - Behavioral Health Services</td>
<td>Health and Human Services</td>
<td>January 1, 2011</td>
</tr>
<tr>
<td>HS Manager - Children &amp; Families</td>
<td>Health and Human Services</td>
<td>April 21, 2016</td>
</tr>
<tr>
<td>HS Manager – Long Term Care</td>
<td>Health and Human Services</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>HS Manager - Public Health</td>
<td>Health and Human Services</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>HR Manager</td>
<td>Human Resources</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Benefits Manager</td>
<td>Human Resources</td>
<td>February 11, 2014</td>
</tr>
<tr>
<td>Manager of IT Operations</td>
<td>Information Technology</td>
<td>December 11, 2007</td>
</tr>
<tr>
<td>Senior IT architect</td>
<td>Information Technology</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td>Deputy Director</td>
<td>Land Use and Resource Management</td>
<td>Date</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>Lead Investigator/Deputy Medical Examiner</td>
<td>Medical Examiner</td>
<td>January 5, 2015</td>
</tr>
<tr>
<td>Assistant DPW Superintendent - Roads</td>
<td>Public Works</td>
<td>April 21, 2009</td>
</tr>
<tr>
<td>Assistant Director – Fleet/Parks/Facilities</td>
<td>Public Works</td>
<td>July 24, 2016</td>
</tr>
<tr>
<td>Assistant Director – Highway</td>
<td>Public Works</td>
<td>July 24, 2016</td>
</tr>
<tr>
<td>County Engineer</td>
<td>Public Works</td>
<td>October 8, 2013</td>
</tr>
<tr>
<td>Senior Project Manager</td>
<td>Public Works</td>
<td>April 21, 2009</td>
</tr>
</tbody>
</table>

**PART II:** That this ordinance shall be effective upon passage and publication.

**PASSED and ADOPTED** by the Walworth County Board of Supervisors this 12th day of February 2019.

_________________________   _________________________
Nancy Russell              Kimberly S. Bushey
County Board Chair        Attest: County Clerk

**County Board Meeting Date:** February 12, 2019

**Action Required:** Majority Vote **X**  Two-thirds Vote_______  Other_______

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

_________________________   _________________________
David A. Bretl              Nicole Andersen
County Administrator/Corporation Counsel  Deputy County Administrator-Finance

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-6 of the Walworth County Code of Ordinances Relating to Position Title Updates for Certain HHS Employees

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to update the list of employees subject to employment contracts to reflect a position title change at HHS.

III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no fiscal impact on the county budget.

IV. **Referred to the following standing committee(s) for consideration and date of referral:**

   Committee: Human Resources Committee Date: January 16, 2019

   Vote:

   County Board Meeting Date: February 12, 2019

Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached ordinance.

David A. Bretl Date
County Administrator/Corporation Counsel

Nicole Andersen Date
Deputy County Administrator-Finance