1. January 22, 2020 Human Resources Committee Meeting Agenda
   Documents:
   JANUARY 22, 2020 HR AGENDA.PDF

2. January 22, 2020 Human Resources Committee Meeting Packet
   Documents:
   JANUARY 22, 2020 HR PACKET.PDF
County Board Human Resources Committee
MEETING NOTICE
Wednesday, January 22, 2020
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 19, 2019 Special Joint Lakeland Health Care Center Board of Trustees and Human Resources Committee Meeting (encl. pp. 1-2)
6. Public comment period
7. Unfinished Business
   a) Resolution **-02/20 Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024 (encl. pp. 3-8)
8. New Business
   a) Ordinance **-02/20 Amending Section 15-394 of the Walworth County Code of Ordinances Relating to Safety Shoes (encl. pp. 9-11)
   b) Ordinance **-02/20 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at LHCC (encl. pp. 12-14)
   c) Resolution **-02/20 Authorizing the Reclassification of an Administrative Clerk III to an Asset Manager/Operations Analyst at Public Works (encl. pp. 15-18)
   d) Resolution **-02/20 Authorizing the Reclassification of an Administrative Clerk III to an Administrative Clerk II in the Register of Deeds Office (encl. pp. 19-21)
   e) Resolution **-02/20 Authorizing the Addition of a Dementia Care Specialist Position in the Health and Human Services Department (encl. pp. 22-25)
f) Resolution **-02/20 Authorizing the Creation of Two Driver Positions at Health and Human Services (encl. pp. 26-28)
g) Resolution **-02/20 Authorizing the Elimination of Two Positions at Health and Human Services (encl. pp. 29-32)
h) Resolution **-02/20 Authorizing the Increase of the Pre-trial Services Coordinator at Clerk of Courts from Part-Time to Full-Time (encl. pp. 33-35)
i) Resolution **-02/20 Authorizing the Creation of a Second Deputy Director Position at Health and Human Services (encl. pp. 36-38)
j) Update on Cadillac Tax (encl. p. 39)
k) Education on fully insured & self-funded insurance options (encl. pp. 40-42)
9. Report
   a) Impact of Health Care Reform as it relates to the definition of full-time employees (encl. p. 43)

Reports/announcements by Chairperson

Set/confirm next meeting date and time
   a) Human Resources - Wednesday, February 19, 2020 at 3:30 p.m.

Adjournment of the Human Resources Committee

Submitted by: Tim Brellenthin, Committee Chairperson of Human Resources
               Kate Bishop, Human Resources Director

Post: January 16, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: David A Bretl, County Administrator
From: Kate Bishop, Human Resources Director
Date: January 16, 2020
RE: January 22, 2020 Human Resources Committee Meeting

Old Business:

a.) **Resolution Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024.** As you will recall, last month I shared that the elected offices of Register of Deeds, County Treasurer and County Clerk are up for election. I provided multiple documents with information from other counties and their current salaries for the positions as well as provided more information after the meeting per your request. As a reminder, candidates for these offices can start to circulate nomination papers as of April 15, 2020. The Human Resources Committee needs to take action on a Resolution at the February meeting in order to have action taken by the full board by the March meeting.

New Business:

a.) **Amending Sec. 15-394 of the Walworth County Code of Ordinances Relating to Safety Shoes.** During the 2020 budget process, certain positions were re-titled and new positions were created in the Department of Public Works. We need to update any references to these titles in Sec. 15-394. We also need to change the references from “shoes” to “boots” throughout. A draft ordinance is included for your review along with a memorandum from Richard Hough.

b.) **Amending Sec. 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at LHCC.** The code provides a charge premium of $1.40/hour for RN-Unit Supervisors. LPN-Unit Supervisors are often required to fill the Charge Nurse role as well. Elizabeth Aldred would like LPN-Unit Supervisors to be eligible for the charge premium when filling the Charge Nurse role. A memo from Ms. Aldred making the request is enclosed in your packet. A draft ordinance making this change is also included for your review.
c.) Resolution Authorizing the Reclassification of an Administrative Clerk III to an Asset Manager/Operations Analyst at Public Works. Enclosed in your packet is a memorandum from Richard Hough describing this request and reasoning for the reclassification of the position. Built into the 2020 budget was the elimination of the Administrative Clerk III and the creation of the Asset Manager/Operations Analyst at Public Works to be effective as of July 1, 2020. The Administrative Clerk III position has become vacant as of January 18, 2020, and Richard Hough would like to reclassify that vacant position to the Asset Manager/Operations Analyst position now rather than in July. A draft resolution is enclosed for your review. Richard Hough will be present for the meeting for further discussion on this request.

d.) Resolution Authorizing the Reclassification of an Administrative Clerk III to an Administrative Clerk II in the Register of Deeds office. Enclosed in your packet is a memorandum from Donna Pruess describing this request and reasoning for the reclassification of the Administrative Clerk III position. Please note that the position, when reclassified, will be vacant and will need to be filled. Donna Pruess is requesting early recruitment should you approve this today. The position would not be filled prior to County Board approval. A draft resolution is enclosed.

e.) Resolution Authorizing the Addition of a Dementia Care Specialist position in the Health and Human Services Department. Enclosed in your packet is a memorandum from Elizabeth Aldred describing this request and reasoning for the addition of a Dementia Care Specialist at Health and Human Services. A draft resolution is enclosed as well. Elizabeth Aldred will be present for the meeting for further discussion on this request.

f.) Resolution Authorizing the Creation of Two Driver Positions at Health and Human Services. Enclosed in your packet is a memorandum from Carlo Nevicosi describing the reason for the creation of these two positions as the County expands and revamps its programs. A draft resolution with the estimated fiscal impact is enclosed as well. Elizabeth Aldred will be present for the meeting for further discussion on this request.

g.) Resolution Authorizing the Elimination of Two positions at Health & Human Services. Enclosed in your packet is a memorandum from Carlo Nevicosi describing the reason for the eliminations. Please note that the two employees in the impacted positions have accepted other opportunities within HHS. A draft resolution is enclosed as well. Elizabeth Aldred will be present for the meeting for further discussion on this request.

h.) Resolution Authorizing the Increase of the Pre-trial Services Coordinator at Clerk of Courts from Part-Time to Full-Time. Enclosed in your packet is a memorandum from Kristy Secord describing the request to increase the Pre-Trail Services Coordinator from part-time to full-time due to the receipt of grant.
funding. A draft resolution is enclosed as well. Kristy Secord will be present for the meeting for further discussion on this request.

i.) **Resolution Authorizing the Creation of a Second Deputy Director Position at Health and Human Services.** Enclosed in your packet is a memorandum from Elizabeth Aldred describing the request for a second Deputy Director at Health and Human Services as well as the reason for the request. A draft resolution with the estimated fiscal impact is enclosed as well. Elizabeth Aldred will be present for the meeting for further discussion on this request.

j.) **Update on Cadillac Tax.** Enclosed is a memorandum from Lisa Henke sharing information regarding the signing of H.R. 1865 into law which repeals the Cadillac tax on high-cost group health coverage beginning in 2020 and extends Patient-Centered Outcomes Research Institute (PCORI) fees to fiscal years 2020-2029.

k.) **Education on Fully Insured & Self-Funded Insurance Options.** A memorandum from Lisa Henke is provided in your packet regarding both Fully Insured and Self Insured Health Plans. Both Lisa and I will be present to share more information regarding the two options.

Report:

a.) **Report & update on the Impact of Health Care Reform as it Relates to the Definition of Full-Time Employees.** This item is included as a report on the impact of the County having to offer health insurance to certain part-time employees. As you may recall, Health Care Reform changed the way Walworth County is required to offer health insurance to our employees. If someone works, on average, 30 hours per week over a 12-month period, Walworth County must offer the employee health insurance. Our organization did experience situations where an employee worked over 30 hours per week on average even though their position was not planned to work that often. As a result, Walworth County offered insurance to comply with the law, which will result in a fiscal impact. This annual report is distributed to the Committee to provide additional information to help everyone understand the impact of this provision of the Health Care Reform Act. I have asked the Department Heads from the impacted departments to be present at the meeting for any questions you may have.
The meeting was called to order at 3:20 p.m. by Lakeland Health Care Center (LHCC) Board of Trustees Chair Ken Monroe.

Roll call was conducted with the following members present:

Lakeland Health Care Center Board of Trustees: Chair Ken Monroe, Vice Chair Tim Brellenthin, and Supervisors Kathy Ingersoll, William Norem and Charlene Staples. A quorum was declared.

Human Resources Committee: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Kathy Ingersoll, Sue Pruessing and Rick Stacey. A quorum was declared.

Others in Attendance:
County Board members: County Board Chair Nancy Russell and Supervisor David Weber
County staff: County Administrator David Bretl; Health and Human Services (HHS) Director Elizabeth Aldred; Director of Human Resources Kate Bishop; Finance Director Jessica Conley
Members of the public: Gary Wagner, Lake Geneva, WI

On motion by Supervisor Stacey, seconded by Supervisor Staples, the agenda was approved by voice vote.

On motion by Supervisor Norem, seconded by Supervisor Ingersoll, the December 11, 2019 LHCC Board of Trustees meeting minutes were approved by voice vote.

On motion by Supervisor Pruessing, seconded by Supervisor Staples, the December 11, 2019 Special Joint Human Resources Committee and Children with Disabilities Education Board meeting minutes were approved by voice vote.

Public comment – There was none.

New Business
• Resolution 73D-12/19 – Authorizing Certain Position Changes at LHCC
Human Resources Director Kate Bishop said the proposed staffing changes and draft resolution were included with the agenda packet. Director of Health and Human Services (HHS) Elizabeth Aldred reported she held three meetings with staff at LHCC yesterday to present the changes as a result of the downsizing to 90 beds. If the plan is approved, new schedules will be ready on December 23rd and implemented on January 12, 2020. No staff will be laid off and will keep their same shifts and FTE if at all possible. The 12-hour shifts have been eliminated. Aldred added more staff have been retained than will ultimately be needed on some shifts in some positions to eliminate layoffs and cover vacant positions. She gave a summary of position changes and eliminations. She outlined the staffing pattern and the next steps in the transition to 90 beds. A contractor has been engaged to identify options and develop cost projections for repurposing C Wing. Chair Monroe asked how staff received the proposal. Aldred said the biggest concern was scheduling. She emphasized that management has made every attempt not to disrupt normal schedules and days off. Supervisor Staples asked if a comparison was performed of the pay scale for the Director of Nursing, Assistant Director of Nursing and Nurse Managers. Aldred replied stronger leadership positions
are needed to ensure a smooth transition. **Supervisor Norem made a motion, seconded by Supervisor Stacey, to recommend approval of Resolution No. 73D-12/19 Authorizing Certain Position Changes at LHCC.** Motion carried: Human Resources 5-0; LHCC 5-0.

**Report by LHCC Chair** – There was none.

**Correspondence** – There was none.

**Announcements** – There will be an open house at LHCC on December 27th from 2:00 to 3:00 p.m. to welcome Elizabeth Aldred as Supervisor of Walworth County Institutions.

**Confirmation of next LHCC Board meeting date and time:** Wednesday, January 22, 2020 at 1:00 p.m.

**Adjournment of LHCC Board of Trustees**

On motion and second by Supervisors Staples and Norem, Chair Monroe adjourned the LHCC Board of Trustees meeting at 3:42 p.m.

Human Resources Chair Brellenthin presided over the remainder of the meeting.

**New Business**

- **Resolution No. 73E – Revising the Pay Range for the Director of Health and Human Services**
  
  Bishop reported that with her new position as Superintendent of County Institutions, Aldred will be assuming some high level duties formerly performed by the LHCC Administrator. As a result, Human Resources recommended raising her pay grade from 21M to 22M. This will result in an annual cost of $5,189 beginning in 2020. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of Resolution 73E-12/19 – Revising the Pay Range for the Director of Health and Human Services.** The motion carried 5-0.

- **Request to Overfill the County Administrator position**
  
  Bishop reported the County Board will consider the appointment of the new County Administrator this afternoon. County Administrator David Bretl has agreed to a transition period of three weeks, from January 20 to February 7, 2020. Funding has been built into the 2020 budget to accommodate overfilling the position. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve overfilling the County Administrator position as proposed.** Motion carried 5-0.

**Report by Human Resources Chair** – There was none.

**Confirmation of next Human Resources Committee meeting date and time:** Wednesday, January 22, 2020 at 3:30 p.m.

**Adjournment of Human Resources Committee**

On motion by Supervisor Stacey, seconded by Vice Chair Monroe, Chair Brellenthin adjourned the Human Resources Committee meeting at 3:45 p.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the Committees at the next regularly scheduled meeting.
Memorandum

To: Walworth County Human Resources Committee
Cc: David Bretl, County Administrator / Kate Bishop, Human Resources Director
From: Valerie Etzel, Treasurer
Date: January 15, 2020
Re: Resolution Setting Salary for County Treasurer for 2021-2024

The purpose of this memo is to follow up my memorandum dated 12/10/19 to the committee asking to consider setting the County Treasurer salary for 2021-2024 independently from that of the County Clerk and Register of Deeds.

Historically wages have been adjusted accordingly when other elected official’s wages are less than that of their management staff. The Hay Consulting Group determined in 2016 that the salary of the Deputy Treasurer position should be increased due to the responsibility and number of staff supervised under that position. That change has resulted in the Deputy Treasurer having a higher salary than the Walworth County Treasurer since 2019.

In the past management positions have been upgraded due to responsibility when those employees have proven capabilities, not the education requirements that would be mandatory if the position was a new job posting. Elected positions shouldn’t be evaluated any differently.

Each Wisconsin County Treasurer has different responsibilities beyond their statutory requirements thus it is not representative to compare the Walworth County Treasurer to other County Treasurer’s. Of the 72 Wisconsin Counties Walworth County is 14th in population which requires the Treasurer to have duties that expand well beyond that those required per the WI Statute. I have attached a copy of my Memorandum from 12/6/19 for additional detail about some of the specific duties of the Walworth County Treasurer.

My recommendation for the Treasurer salary is similar to that of the Clerk of Circuit Court:

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Thank you for your consideration of my request. I will be present at the HR Committee on January 22, 2020 to discuss this further.
Memorandum

To: Walworth County Human Resources Committee
Cc: David Bretl, County Administrator / Kate Bishop, Human Resources Director
From: Valerie Etzel, County Treasurer
Date: December 10, 2019
RE: Resolution Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024

The purpose of this memo is to ask the committee to consider setting the County Treasurer salary for 2021-2024 independently from that of the County Clerk and Register of Deeds, similarly to the pay range of (Resolution No. 51-02/18) for the Clerk of Circuit Court and Sheriff. The County Board is restricted by law from adopting a salary plan for elected county officers related to the experience of the officeholder, keeping that in mind outlined below is my line of reasoning for this request.

The duties of the Walworth County Treasurer are numerous per the WI Statute: Receiving all money from all sources belonging to the County, Receipting of Tax Payments, Settlement of Taxes, Collection of Delinquent Taxes, Issuance of Tax Certificates, Lottery Credit Certification, In Rem Tax Foreclosures, Ag Use Conversion Fee, and Submitting State Monthly & Quarterly Reports.

The responsibility of the Walworth County Treasurer includes conducting daily banking transactions and monitoring to keep a watchful eye on the County’s incoming and outgoing money to ensure that the County’s general fund meets the weekly AP and Payroll requirements. The County Treasurer is also the central point of receipt processing and bank deposits for departmental funds.

The duties of the Treasurer have greatly expanded in the last seven years, well beyond the responsibilities as outlined by WI Statute:

In 2015 one FTE was added when Walworth County absorbed print shop services previously provided by a vendor into a new position, Printing Coordinator. This new position was not similar to any tasks engaged in by the treasurer’s staff and remains a department itself under the responsibility of the County Treasurer. In 2016 a county courier feature was added to the Print Shop/Mailroom related to departmental deposits & payroll. In late 2019 the office further expanded the courier to include pickup and delivery of Inter-Departmental and local post offices services. These changes have created substantial savings & efficiencies for the County.

In 2015 & 2016 the entire process of In Rem County Owned Property sales was transitioned from the Purchasing Department to the Treasurer’s Office. The streamlining of the process has consistently increased our County Owned Property sales to as a minimum break even annually after expenses.
In 2017 the Treasurer’s Office transitioned from Finance the county-wide maintenance in MUNIS for departments of: MUNIS Receipt Training, Charge Codes, General Billing Invoices and Account Receivable customers. The Unclaimed Funds process was transitioned from Finance and creation of a County Procedure related to the process was completed. We continue to oversee the entire Unclaimed Funds process for the county departments, Clerk of Court and 26 municipalities.

In 2018 & 2019 we successfully implemented and continue to administer State of WI Debt Collection services for the following departments: Sheriff, Public Works and HR.

Additionally, the Hay Consulting Group determined in 2016 that the salary of the Deputy Treasurer position should be increased due to the responsibility and the number of staff supervised under that position. That change has resulted in the Deputy Treasurer having a higher salary than the Walworth County Treasurer since 2019.

Thank you for your consideration of my request. I will be present at the HR Committee on December 11th, 2019 to discuss this further.
Memorandum

To: Walworth County Human Resources Committee
Cc: David A Bretl, County Administrator
From: Kate Bishop, Human Resources Director
Date: January 17, 2020
RE: Elected Official Pay

In 2019, Carlson Dettman Consulting launched a massive effort to collect base wage data on over 190 Wisconsin counties, cities, towns, and villages using sound survey technique. There were 88 respondents including Walworth County. These results were received after our December meeting and I wished to share them with you at this meeting in regard to the Register of Deeds, County Treasurer and County Clerk. As a reminder, for all three of these positions in Walworth County, the current rate is $74,343.61 annual ($34.74 hourly). We are considered in the Southeast region and the other counties in that region that responded were Racine (higher pay rate than us), Jefferson, Milwaukee (higher pay rate than us), Dodge, and Sheboygan.

Please see the results on the attached pages.
### Register of Deeds

As constitutional officer elected by the County electorate, performs all statutory duties of the Register of Deeds Office. Records and files real estate documents, vital statistics, and financing statements. Accounts for all fees collected, deposits funds with County Treasurer, and prepares appropriate reports. Prepares annual budget. Updates department procedures as required.

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### County Treasurer

As constitutional officer elected by the County electorate, performs all of the statutory duties of the County Treasurer's Office. Collects real estate taxes and special charges, receipts and banks all County monies, produces tax rolls and tax bills, invests revenues and reserve funds, and appoints and supervises deputies and other staff.

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**County Clerk**

As constitutional officer elected by the County electorate, performs all statutory duties of County Clerk’s office. Manages elections, supervises the issuing of permits and licenses, creates and maintains the official record of the County Board of Supervisors. Appoints deputies and supervises staff.

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<td>$29.40</td>
<td>$30.26</td>
<td>$32.68</td>
<td>1</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>South Central</td>
<td>3</td>
<td>3</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>0</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Southeast</td>
<td>5</td>
<td>5</td>
<td>$35.58</td>
<td>$35.58</td>
<td>$34.09</td>
<td>$35.04</td>
<td>$37.34</td>
<td>0</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>Western</td>
<td>8</td>
<td>8</td>
<td>$31.23</td>
<td>$31.23</td>
<td>$27.57</td>
<td>$29.77</td>
<td>$34.06</td>
<td>0</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>
MEMORANDUM

Date: 9 January 2020

To: Kate Bishop, Human Resources Director

Cc: David Bretl – County Administrator
    Jessica Conley – Finance Director

From: Richard Hough – Public Works Director

Subject: Update Section 15-394 of Walworth County Ordinances

Summary: In order to capture recent organization changes and their impacts upon benefits, I request updates to Section 15-394 of Walworth County Ordinances.

Request Updates. Modify title of 15-394 to read (underlined section denote changes):

“The County shall pay an annual stipend in the amount of $75.00 to public works employees in all classifications, including the Fleet Inventory Specialist, Groundskeeper, Superintendents, Assistant Superintendents, Assistant Directors, Facilities & Parks Foreman, Fleet Foreman, Automotive Service Technician, Maintenance Technicians and Senior Project Manager but excluding all other office staff, to include the Asset Manager / Operations Analyst, and limited term and/or casual employees, for the purchase of safety boots. Safety boots shall be a minimum 6” boot height and otherwise meet the requirements of OSHA CFR 1910.136. The stipend shall be paid on the first paycheck in February. The stipend shall not be pro-rated for a new hire within the annual period.”

Budget Information: There will be no financial impacts based on this request. Request modifications be effective immediately.

Conclusion: Request captures organizational redesign in 2020.
ORDINANCE NO. xxxx – 02/20

AMENDING SECTION 15-394 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SAFETY SHOES

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-394 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. 15-394. Safety shoes boots.

The County shall pay an annual stipend in the amount of $75.00 to public works employees in all classifications, including the Administrative Secretary/Maintenance Technician, Fleet Inventory Specialist, Groundskeeper, Superintendents, Assistant Superintendents, Deputy County Highway Commissioner, Deputy Director Asset Management – Public Works, Facilities & Parks Foreman, Fleet Foreman, Automotive Service Technician and Senior Project Manager but excluding all other office staff, the Asset Manager / Operations Analyst and limited term and/or casual employees, for the purchase of safety shoes boots. Safety boots shall be a minimum 6” boot height and otherwise meet the requirements of OSHA CFR 1910.136 and SPS 332.50. The stipend shall be paid on the first paycheck in February. The stipend shall not be pro-rated for a new hire within the annual period.”

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

PASSED and ADOPTED by the Walworth County Board of Supervisors this 11th day of February 2020.

Nancy Russell
County Board Chair

Kimberly S. Bushey
Attest: County Clerk

County Board Meeting Date: February 11, 2020

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:

Michael P. Cotter
Corporation Counsel

Date

Jessica Conley
Finance Director

Date

Mark W. Luberda
County Administrator

Date

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-394 of the Walworth County Code of Ordinances Relating to Safety Shoes

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to modify the specifications for required safety footwear for public works employees as well as to further clarify which employees shall receive the stipend for safety boots.

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: Public Works  
   Date: January 20, 2020

   Vote:

   Committee: Human Resources  
   Date: January 22, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

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.

---

Michael P. Cotter  
Corporation Counsel

Jessica Conley  
Finance Director

Mark W. Luberda  
County Administrator
Memorandum

To:        Lakeland Health Care Center Board of Trustees
           Human Resources Committee
Cc:        David Bretl, County Administrator
From:      Elizabeth Aldred, Health & Human Services Director –
           Superintendent of County Institutions
Date:      January 11, 2020
RE:        Amending Sec. 15-359 of the Walworth County Code of
           Ordinances relating to Special Pay Premium

Lakeland Health Care Center utilizes a charge nurse system to determine who the
responsible party is for the health care center at all times on the units. The
Nursing Home Administrator, Assistant Nursing Home Administrator and
Director of Nursing or Assistant Director of Nursing are the responsible party
when they are present and maintain on-call status at all times when they are not
present. In absence of the presence of one of these four staff being in the building,
a charge nurse is assigned to be on the floor at all other times. This person is
required by the nursing home standards to be either a Registered Nurse (RN) or a
Licensed Practical Nurse (LPN).

Sec. 15-359 has authorized a pay premium of $1.40 per hour for RN Unit
Supervisors who are regular employees for the time that they are acting as the
charge nurse. At times over the past year, and when we have shortages of RN’s on
a shift, we have assigned an LPN to be the charge nurse. We have many highly
qualified, skilled LPN’s who effectively take this leadership role when asked. We
have not provided them with the same payment for accepting the charge nurse
responsibility.

I am seeking Board approval to add LPN’s, who are regular employees, to the list
of staff eligible for this special pay. This change would not require additional
funds be allocated since it would only expand the staff who are eligible. We
would maintain the same number of shifts and hours in which the special pay
would be provided.
ORDINANCE NO. xxxx – 02/20

AMENDING SECTION 15-359 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SPECIAL PAY PREMIUMS AT LHCC

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>Charge Premium</td>
<td>$1.40/hour</td>
<td>RN - Unit Supervisors LPN – Unit Supervisors</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Regular employees only</td>
<td>n/a</td>
</tr>
<tr>
<td></td>
<td>$1.00/hour</td>
<td>Communications Officers</td>
<td>n/a</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 11th day of February 2020.

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

County Board Meeting Date: February 11, 2020

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:

_____________________________  ________________________________
Michael P. Cotter             Jessica Conley
Corporation Counsel           Finance Director

_____________________________
Mark W. Luberda
County Administrator

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

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to provide for LPN – Unit Supervisors to receive the charge premium when acting as charge nurse.

III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no additional fiscal impact on the county budget, as it would only expand the list of employees eligible to receive the charge premium. The number of shifts and hours in which the charge premium is provided will remain the same.

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHCC Board of Trustees</td>
<td>January 22, 2020</td>
</tr>
<tr>
<td>Human Resources</td>
<td>January 22, 2020</td>
</tr>
</tbody>
</table>

   **County Board Meeting Date:** February 11, 2020

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.

---

Michael P. Cotter
Corporation Counsel
Date

Jessica Conley
Finance Director
Date

Mark W. Luberda
County Administrator
Date

---

14
MEMORANDUM

Date: 18 December 2019

To: Human Resources Committee (January 2020)

Cc: David Bretl – County Administrator
    Jessica Conley – Finance Director
    Kate Bishop – Human Resources Director
    Dennis Clark - Deputy Director Asset Management

From: Richard Hough – Public Works Director

Subject: Early Start Public Works Asset Manager / Operations Analyst

Summary: Cynthia Matz has resigned earlier than expected after receiving a new job with the State. Her Administrative Clerk III position was eliminated as part of the 2020 reorganization effort which created the new Asset Manager position. Original proposed start date for the Asset Manager was 1 July. Public Works requests moving the start date forward to 1 March.

Impact. Cynthia’s resignation is effective 17 January 2020, and, one of the more significant duties being transferred was her role as the department receipt auditor. This duty accounted for 30-40 percent of her time. Without her in this role the department is going to have to put this responsibility on existing staff until an Asset Manager is hired, trained, and prepared to assume these duties. Meanwhile, other less important tasks will not be performed.

Budget Information: The department will not require additional funds for this early hire. The annual difference in pay between the Administrative Clerk III and Asset Manager is approximately $20,000. Accounting for a three pay-period gap in position overlap, where Cynthia would have earned total benefits just over $10,000, the earlier start date for the new position will require approximately $10,000 in additional funds. However, at this time we are not on track for 1 January start for the new Associate Engineer. With annual benefits of $120K, and, at best, a 2 February start, we’ll realize at least $10,000 in savings on that position. Additionally, we could:

 Reduce Highway LTE funding $10,000

Conclusion: While the department will be fully capable of managing the duties that will be shuffled from Cynthia to other personnel until the Asset Manager is hired, we will have to prioritize work and some less essential duties will not be performed. Bringing the Asset Manager onboard will facilitate the intent behind the departments reorganization (material management, transaction analysis and modernization, and accountability) must sooner than anticipated resulting in a quicker realization of our goals.
Resolution No. xx - 02/20  
Authorizing the Reclassification of an Administrative Clerk III Position to an Asset Manager/Operations Analyst Position at Public Works

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 2.00 FTE Administrative Clerk III positions in the Public Works Department; and,

WHEREAS, the 2020 Budget included the reclassification of an Administrative Clerk III position to an Asset Manager/Operations Analyst position effective as of July 1, 2020; and,

WHEREAS, with the recent vacancy in the Administrative Clerk III position, the Public Works Department seeks to reclassify the 1.00 FTE Administrative Clerk III position to a 1.00 FTE Asset Manager/Operations Analyst position earlier than the originally scheduled date to better serve the needs of the department and the county; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of a 1.00 FTE Administrative Clerk III position to a 1.00 FTE Asset Manager/Operations Analyst position and hereby recommends the reclassification.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Administrative Clerk III position to a 1.00 FTE Asset Manager/Operations Analyst position be and the same is hereby approved effective as of February 11, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 1.00 FTE Administrative Clerk III position and 1.00 FTE Asset Manager/Operations Analyst position in the Public Works Department.

____________________________________________  _______________________________________
Nancy Russell                                         Kimberly S. Bushey
County Board Chair                                      County Clerk

County Board Meeting Date: February 11, 2020

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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael P. Cotter</td>
<td>Corporation Counsel</td>
<td></td>
</tr>
<tr>
<td>Jessica Conley</td>
<td>Finance Director</td>
<td></td>
</tr>
<tr>
<td>Mark W. Luberda</td>
<td>County Administrator</td>
<td></td>
</tr>
</tbody>
</table>

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-02/20

I. Title: Authorizing the Reclassification of an Administrative Clerk III Position to an Asset Manager/Operations Analyst Position at Public Works

II. Purpose and Policy Impact Statement: The purpose of this resolution is to reclassify a vacant 1.00 FTE Administrative Clerk III position to a 1.00 FTE Asset Manager/Operations Analyst position in the Public Works Department.

III. Budget and Fiscal Impact: Passage of this resolution will result in a savings of $53.00 in 2019 and $14,599.00 annually.

IV. Referred to the following standing committees for consideration and date of referral:

   Committee: Human Resources  Meeting Date: January 22, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

---

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 resolution.

___________________________________  __________________________________
Michael P. Cotter                        Jessica Conley
Corporation Counsel                     Finance Director

Mark W. Luberda                         
County Administrator
TO: Kate Bishop, Human Resources Director

FROM: Donna R Pruess, Register of Deeds

I am requesting a downgrade for a position from an Admin Clerk III to Admin Clerk II. February 14th will be the last day of work for Anita Petkoff who is an Admin Clerk III. Cindy Mizzen will be assuming her duties. That leaves Cindy’s current position open. Cindy’s position was reclassified from an Admin Clerk II to Admin Clerk III effective 1/1/2020 because she was already completing the job duties of the Admin Clerk III. The job duties of her position will be less because there will be no accounting duties included. Also that position will no longer be back up for the Deputy Register of Deeds.
Resolution No. xx - 02/20
Authorizing the Reclassification of an Administrative Clerk III to an Administrative Clerk II in the Register of Deeds Office

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 1.50 FTE Administrative Clerk II positions and 2.00 FTE Administrative Clerk III positions in the Register of Deeds Office; and,

WHEREAS, the Register of Deeds Office seeks to reclassify a 1.00 FTE Administrative Clerk III position to a 1.00 Administrative Clerk II position to better serve the needs of the department and the county; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of a 1.00 FTE Administrative Clerk III position to a 1.00 Administrative Clerk II position and hereby recommends the reclassification.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Administrative Clerk III position to a 1.00 Administrative Clerk II position be and the same is hereby approved effective as of February 15, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 2.50 FTE Administrative Clerk II positions and 1.00 FTE Administrative Clerk III position in the Register of Deeds Office.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: February 11, 2020

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:

______________________________________________  ______________________________
Michael P. Cotter   Date                        Jessica Conley    Date
Corporation Counsel                        Finance Director

______________________________________________  ______________________________
Mark W. Lubersda   Date                        Mark W. Lubersda  Date
County Administrator                        County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-02/20

I. **Title:** Authorizing the Reclassification of an Administrative Clerk III to an Administrative Clerk II in the Register of Deeds Office

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the reclassification of an Administrative Clerk III position to an Administrative Clerk II position in the Register of Deeds Office

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $14,519 in 2019 and $13,407 annually.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Human Resources                  Meeting Date: January 22, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

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 resolution.

<table>
<thead>
<tr>
<th>Michael P. Cotter</th>
<th>Date</th>
<th>Jessica Conley</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Counsel</td>
<td></td>
<td>Finance Director</td>
<td></td>
</tr>
<tr>
<td>Mark W. Luberda</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Administrator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Memorandum

Date: December 19, 2019
To: Health and Human Services Board
From: Elizabeth Aldred, HHS Director
Re: Dementia Care Specialist Position

Walworth County Department of Health and Human Services respectfully requests authorization to: 1. Accept the grant award from Wisconsin Department of Health Services. 2. Create a Dementia Care Specialist (DCS) position. 3. Add the Dementia Care Specialist grant to the Pre-approved ((Recurring or Approved (One Time)) by County Board List.

The DCS position is grant funded through the Wisconsin Department of Health Services. The grant is an ongoing annual award with the maximum amount of funding of $80,000. Federal Medicaid administrative funding is also available through 100% Time Reporting and will be used support the majority of the remaining cost for the position. Any additional expense will be supported through the ADRC budget. The funding for the DCS position is available on an ongoing basis provided the Department meets the contractual requirements. No county match is required. See attached budget.

The Dementia Care Specialist program is intended to increase the dementia capability of the ADRC, create dementia friendly communities, support individuals with dementia and their caregivers to help them to remain in their homes for as long as possible, provide dementia friendly business training, and facilitate evidence based programs related to dementia and support of caregivers.

The Dementia Care Specialist will provide expertise in the area of Alzheimer’s Disease and other dementias which will further support the Long Term Care Division staff, including ADRC Specialists, Adult Protective Service Staff, and Aging Services Staff. It will further support Walworth County Departments in creating Dementia Friendly environments and interaction. The Dementia Care Specialist will collaborate with the Walworth County Dementia Friendly Initiative assisting in creating dementia friendly communities and providing evidence based programs in the community.
# Dementia Care Specialist Program
## Budget Worksheet

### 1. Personnel:

<table>
<thead>
<tr>
<th>FTE</th>
<th>Salary*</th>
<th>Fringe/Benefits</th>
<th>Funds Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>$56,634.00</td>
<td>$36,571</td>
<td>$93,205.00</td>
</tr>
</tbody>
</table>

**Total**: $93,205.00

### 2. Supplies:

<table>
<thead>
<tr>
<th>Supplies</th>
<th>Funds requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office phone and/or cell phone ($54 x 12months)</td>
<td>$648.00</td>
</tr>
<tr>
<td>Office supplies (e.g. postage, pens, markers, printing)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Promotional or marketing items (brochures, business cards, etc.)</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

**Total**: $1,598.00

### 3. Training and Conferences:

<table>
<thead>
<tr>
<th>Estimated training costs</th>
<th>Funds requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alzheimer’s Association Conference Registration</td>
<td>$200.00</td>
</tr>
<tr>
<td>Alzheimer’s Association Conference Hotel ($90 x 2 nights)</td>
<td>$180.00</td>
</tr>
<tr>
<td>Alzheimer’s Association Conference Mileage (216 x $0.54)</td>
<td>$116.64</td>
</tr>
<tr>
<td>Evidence Based Prevention Program Training</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**Total**: $896.64

### 4. Client and Outreach-related Travel:

<table>
<thead>
<tr>
<th>Estimated travel and costs per mile</th>
<th>Funds requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>DCS Collaboration Days (660 x $0.54)</td>
<td>$356.40</td>
</tr>
<tr>
<td>Mileage Reimbursement local (3620 x $0.54)</td>
<td>$1,954.00</td>
</tr>
</tbody>
</table>

**Total**: $2,310.40

### 5. Miscellaneous: List anticipated expenses not reported in other sections

<table>
<thead>
<tr>
<th>Miscellaneous Items</th>
<th>Funds requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative costs – indirect</td>
<td>$9,180</td>
</tr>
</tbody>
</table>

**Total**: $9,180

### Totals:

- **Total State GPR**: $80,000.00
- **Anticipated Fed Match Amount**: $24,000.00
- **List Anticipated Fed Match Percent**\(^*\): 30% **
- **County Matching Funds or In-kind (optional)**: $7,190.94
- **Total Amount**: $111,190.94

**DCS average Fed Match rate is 30%**.
Resolution No. xx - 02/20
Authorizing the Addition of a Dementia Care Specialist Position in the Health and Human Services Department

Moved/Sponsored by: Human Resources Committee

WHEREAS, the Wisconsin Department of Health Services recently awarded the Walworth County Department of Health & Human Services with a Dementia Care Specialist Grant; and,

WHEREAS, the Health & Human Services Department seeks to create a 1.00 FTE Dementia Care Specialist position to meet the needs of the grant; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the creation of a 1.00 FTE Dementia Care Specialist position and hereby recommends the creation of the position.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the creation of the 1.00 FTE Dementia Care Specialist position be and the same is hereby approved effective as of February 11, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the creation of a 1.00 FTE Dementia Care Specialist position in the Health & Human Services Department, with departmental and grand totals being adjusted accordingly.

BE IT FURTHER RESOLVED that the 1.00 FTE Dementia Care Specialist position will be eliminated at such time as Walworth County no longer receives grant funding.

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

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote _____  Two-thirds Vote X  Other _____

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

____________________________  ______________________________
Michael P. Cotter             Jessica Conley
Corporation Counsel           Finance Director

____________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing the Addition of a Dementia Care Specialist Position in the Health and Human Services Department

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the creation of a Dementia Care Specialist position in the Health & Human Services Department.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $76,753 in 2019 and $94,021 annually.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Human Resources                Meeting Date: January 22, 2020
   Vote:
   County Board Meeting Date: February 11, 2020

---

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 resolution.

Michael P. Cotter  Date  
Corporation Counsel

Jessica Conley  Date
Finance Director

Mark W. Luberda  Date
County Administrator
Memorandum

Date: January 10, 2020

To: Human Services Board, Human Resources Committee

From: Carlo Nevicosi, Deputy Director - HHS

Re: Creation of Part-time Driver Positions

Health and Human Services respectfully requests authorization to create two (2) .375 FTE part-time Driver positions.

These positions will support the Senior Nutrition Program. Lakeland Health Care Center will begin producing meals for our home-delivered and congregate meal programs in March. These programs provide thousands of meals each year to vulnerable seniors.

A vital piece of the program is the delivery of meals from the kitchen to the meal sites and pick-up locations. We initiated the Request for Proposal Process in order to identify a vendor to fulfill this need. Per our Finance Department, we are unlikely to identify a vendor before May.

An additional factor influencing this request is that per meal costs from LHCC are higher than initially budgeted. The Senior Nutrition Program is grant-funded and we need to maintain our existing level of service without incurring costs beyond our grant allocation. The proposed positions will cost $23,822 annually and help us achieve a valuable cost savings as vendor costs for the service were projected at $35,000 annually.
Resolution No. xx - 02/20

Authorizing the Creation of Two Driver Positions at Health and Human Services

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a casual 0.10 FTE Driver position in the Health & Human Services Department; and,

WHEREAS, the Health & Human Services Department seeks to create two part-time 0.375 FTE Driver positions in the Health & Human Services Department to support the Senior Nutrition Program; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the creation of two part-time 0.375 FTE Driver positions at Health & Human Services and hereby recommends the creation of the positions.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the creation of two part-time 0.375 FTE Driver positions be and the same is hereby approved effective as of February 11, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 0.85 FTE Driver positions in the Health & Human Services Department, with departmental and grand totals being adjusted accordingly for the 0.75 FTE increase.

__________________________________________  ______________________________________
Nancy Russell                                      Kimberly S. Bushey
County Board Chair                                County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote _____ Two-thirds Vote X Other _____

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

__________________________________________  ______________________________________
Michael P. Cotter                             Jessica Conley
Corporation Counsel                           Finance Director

__________________________________________
Mark W. Luberda                               
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note  
Resolution No. xx-02/20

I. **Title:** Authorizing the Creation of Two Driver Positions at Health and Human Services

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the creation of two part-time 0.375 FTE Driver positions in the Health & Human Services Department.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $20,520 in 2019 and $27,500 annually.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Human Resources          Meeting Date: January 22, 2020
   Vote:
   County Board Meeting Date: February 11, 2020

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 resolution.

---------------------------------  ---------------------------------
Michael P. Cotter                Jessica Conley
Corporation Counsel              Finance Director
Date                              Date

---------------------------------
Mark W. Luberda
County Administrator            Date


Memorandum

Date: December 30, 2019

To: Human Resources Committee
Human Services Board
Finance Committee

From: Carlo Nevicosi, Deputy Director HHS

Re: Urban and Rural Women’s Substance Abuse Services Grant

On December 16, 2019, The Department of Health Services notified us that we were not selected as recipients of the Urban and Rural Women’s Substance Abuse Services Grant. For the past seven years, this grant funded our Women’s Wraparound Program, which included two full-time staff. We built our 2020 budget assuming that we would continue receiving this grant. The County Board authorized the creation of these positions with the understanding that their existence was contingent upon grant funding. As a result, we are requesting the elimination of these positions.

The two impacted staff members (position numbers 210787 and 210788) have accepted an opportunity to move into vacant and equivalent positions within our Behavioral Health Division (position numbers 210835 and 210836). Their supervision is moving from the Crisis Intervention Supervisor to the Community Case Management Supervisor. These changes are effective January 1, 2020.

We are further seeking to eliminate the budget associated with this program and have prepared a budget amendment for consideration.
Resolution No. xx - 02/20

Authorizing the Elimination of Two Positions at Health and Human Services

Moved/Sponsored by: Human Resources Committee

WHEREAS, Ordinance No. 714-02/12 authorized the creation of two positions at Health & Human Services that were to be funded by the Wisconsin Department of Health Services Urban and Rural Women's Substance Abuse Services Grant with the stipulation that the positions would be eliminated at such time as the grant funding ended; and,

WHEREAS, Health & Human Services was notified on December 16, 2019 that Walworth County was not selected to receive the Urban and Rural Women’s Substance Abuse Services Grant; and,

WHEREAS, there are currently 18.00 FTE Behavioral Health Community Case Manager positions and 4.00 FTE Crisis Case Manager Positions in the Health & Human Services Department; and,

WHEREAS, a 1.00 FTE Behavioral Health Community Case Manager position and a 1.00 FTE Crisis Case Manager position were being funded by the Urban and Rural Women’s Substance Abuse Services Grant, and the Health & Human Services Department seeks to eliminate those two positions; and,

WHEREAS, the Health & Human Services Department seeks to reclassify one of the remaining 1.00 FTE Crisis Case Manager positions to a 1.00 Behavioral Health Community Case Manager position to more accurately reflect the duties and responsibilities of the position; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the elimination of a 1.00 FTE Behavioral Health Community Case Manager position and a 1.00 FTE Crisis Case Manager position and the reclassification of a 1.00 FTE Crisis Case Manager position to a 1.00 FTE Behavioral Health Community Case Manager position and hereby recommends the elimination and reclassification of the positions.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the elimination of a 1.00 FTE Behavioral Health Community Case Manager position and a 1.00 FTE Crisis Case Manager position and the reclassification of a 1.00 FTE Crisis Case Manager position to a 1.00 FTE Behavioral Health Community Case Manager position be and the same is hereby approved effective as of January 1, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 2.00 FTE Crisis Case Manager positions in the Health & Human Services Department, with departmental and grand totals being adjusted accordingly for the 2.00 FTE decrease.
Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: February 11, 2020

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:

_________________________________________  ______________________________
Michael P. Cotter                           Jessica Conley
Corporation Counsel                        Finance Director

_________________________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note  
Resolution No. xx-02/20

I. Title: Authorizing the Elimination of Two Positions at Health and Human Services

II. Purpose and Policy Impact Statement: The purpose of this resolution is to authorize the elimination of a 1.00 FTE Behavioral Health Community Case Manager position and a 1.00 FTE Crisis Case Manager position and the reclassification of a 1.00 FTE Crisis Case Manager position to a 1.00 FTE Behavioral Health Community Case Manager position at Health & Human Services.

III. Budget and Fiscal Impact: Passage of this resolution will result in a cost savings of $164,682 in 2020 and annually.

IV. Referred to the following standing committees for consideration and date of referral:

   Committee: Human Resources  Meeting Date: January 22, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

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 resolution.

________________________________________________________________________
Michael P. Cotter          Date               Jessica Conley          Date
Corporation Counsel         Finance Director

________________________________________________________________________
Mark W. Luberda          Date
County Administrator


TO: HR Committee Members
   David Bretl, County Administrator
   Kate Bishop, HR Director

FROM: Kristina M. Secord, Clerk of Courts

DATE: January 14, 2020

SUBJECT: Position No. 115642 and TAD Grant Award

The purpose of this memo is to request Position No. 115642, Pretrial Services Coordinator, be reclassified from a .5 FTE position to a 1.0 FTE position.

This position has historically been grant funded by the Department of Justice through the Treatment Alternatives and Diversion Grant (TAD). Through various meetings and discussions with DOJ in early 2019, it was determined that the position would no longer be allowed through the TAD grant beginning in 2020.

During the 2020 budget process, I requested the 1.0 FTE position be added to my budget in order to retain the full-time position for Pretrial Services. In the end, .5 FTE was approved.

In September, there were continued discussions with DOJ concerning the Pretrial Services Coordinator position, and our TAD Grant Application was submitted. Our application included a request for funding of the remaining portion of the Pretrial Services Coordinator’s position, including benefits, to facilitate a 1.0 FTE position.

On January 13, 2020, we received our official documents from DOJ awarding us the additional funding necessary for the Pretrial Services Coordinator position to be fully funded as a full-time position.

At this time, I am requesting Position No. 115642 be reclassified from a .5 FTE to a 1.0 FTE.

Thank you.
Resolution No. xx - 02/20

Authorizing the Increase of the Pre-Trial Services Coordinator at Clerk of Courts from Part-Time to Full-Time

Moved/Sponsored by: Human Resources Committee

WHEREAS, the Clerk of Courts Office recently received a Treatment Alternatives and Diversion (TAD) Grant; and,

WHEREAS, there is currently a 0.50 FTE Pre-Trial Services Coordinator position in the Clerk of Courts Office that the Clerk of Courts Office seeks to increase to 1.00 FTE using the TAD Grant funds; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the increase of the 0.50 FTE Pre-Trial Services position to a 1.00 FTE Pre-Trial Services position and hereby recommends the FTE increase of the position.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the increase of the 0.50 FTE Pre-Trial Services position to a 1.00 FTE Pre-Trial Services position be and the same is hereby approved effective as of February 11, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect a new FTE count of 1.00 FTE Pre-Trial Services Coordinator position and 33.93 Total Clerk of Courts FTES with the Grand Total County FTES being adjusted accordingly for the 0.50 FTE increase.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote _____ Two-thirds Vote ___ X ___ Other _____

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

__________________________________________  ______________________________
Michael P. Cotter                       Jessica Conley
Corporation Counsel                      Finance Director

__________________________________________  ______________________________
Mark W. Luberda                        Date
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-02/20

I. **Title:** Authorizing the Increase of the Pre-Trial Services Coordinator at Clerk of Courts from Part-Time to Full-Time

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the increase of the 0.50 FTE Pre-Trial Services Coordinator to 1.00 FTE in the Clerk of Courts Office.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $33,623 in 2019 and $50,319 annually.

IV. **Referred to the following standing committees for consideration and date of referral:**

   Committee: Human Resources          Meeting Date: January 22, 2020

   Vote:

   County Board Meeting Date: February 11, 2020

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 resolution.

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<thead>
<tr>
<th>Michael P. Cotter</th>
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<th>Corporation Counsel</th>
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<th>Jessica Conley</th>
<th>Date</th>
<th>Finance Director</th>
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<tr>
<th>Mark W. Luberda</th>
<th>Date</th>
<th>County Administrator</th>
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Memorandum

Date: January 13, 2020

To: Health and Human Services Board, Human Resources Committee

From: Elizabeth Aldred, HHS Director

Re: Position Request

I am respectfully seeking authorization to create a second Health and Human Services Deputy Director Position.

In November, I was named Superintendent of County Institutions and assumed responsibility for Lakeland Healthcare Center (LHCC). Since that time, I have spent significant time at LHCC assessing strengths and needs. I will continue dedicating a large share of my time at LHCC into the foreseeable future as we build a sustainable model of care and service.

This expanded role impacts my availability for HHS and, at the time of my appointment, I was encouraged to identify resources necessary to ensure that HHS leaders, staff, and operations were adequately supported. I have concluded that HHS is best served by the addition of a second Deputy Director position. This two-Deputy model was successfully utilized when the previous Superintendent provided oversight to both HHS and LHCC.

With a projected April 6th start date, the position will cost $128,267 in 2020. If approved, we will fund the position through some recently realized cost savings in residential services. Additional cost saving and revenue generating adjustments will be needed to fully fund the position in 2021.
Resolution No. xx - 02/20
Authorizing the Creation of a Second Deputy Director Position at Health and Human Services

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a 1.00 FTE Deputy Director – Health & Human Services position in the Health & Human Services Department; and,

WHEREAS, the Health & Human Services Department seeks to create an additional Deputy Director – Health & Human Services position to better meet the needs of the department and the county; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the creation of an additional 1.00 FTE Deputy Director – Health & Human Services position and hereby recommends the creation of the position.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the creation of an additional 1.00 FTE Deputy Director – Health & Human Services position be and the same is hereby approved effective as of February 11, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect a new FTE county of 2.00 FTE Deputy Director – Health & Human Services positions in the Health & Human Services Department, with departmental and grand totals being adjusted accordingly for the 1.00 FTE increase.

____________________________  ________________________
Nancy Russell                Kimberly S. Bushey
County Board Chair           County Clerk

County Board Meeting Date: February 11, 2020

Action Required: Majority Vote _____ Two-thirds Vote __ X __ Other _____

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

____________________________  ________________________
Michael P. Cotter             Jessica Conley
Corporation Counsel           Finance Director

Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Title: Authorizing the Creation of a Second Deputy Director Position at Health and Human Services

Purpose and Policy Impact Statement: The purpose of this resolution is to authorize the creation of an additional 1.00 FTE Deputy Director – Health & Human Services position in the Health & Human Services Department.

Budget and Fiscal Impact: Passage of this resolution will result in a cost of $128,292 in 2019 and $177,727 annually.

Referred to the following standing committees for consideration and date of referral:

Committee: Human Resources
Meeting Date: January 22, 2020

Vote:
County Board Meeting Date: February 11, 2020

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 resolution.

Michael P. Cotter
Corporation Counsel

Jessica Conley
Finance Director

Mark W. Luberda
County Administrator
Memorandum

TO: Human Resources Committee

CC: Kate Bishop, Human Resources Director

FROM: Lisa Henke, Benefits Manager

DATE: January 16, 2020

SUBJECT: Updates on the Affordable Care Act (ACA)

As you may have heard, President Trump signed H.R. 1865 into law December 20, 2019. This bill repeals the Cadillac tax on high-cost group health coverage beginning in 2020 and extends Patient-Centered Outcomes Research Institute (PCORI) fees to fiscal years 2020-2029.

You may recall the ACA imposes a 40 percent excise tax on high-cost health coverage, also known as the “Cadillac tax”. This provision taxes the amount, if any, by which the monthly cost of an employee’s applicable employer-sponsored health coverage exceeds the annual limitation set by the government (called the employee’s excess benefit). The tax amount for each employee’s coverage will be calculated by the employer and paid by the coverage provider, in the County’s case, the Walworth County Health Plan. The Cadillac Tax was originally intended to take effect in 2013, but was delayed until 2018. A 2018 continuing spending resolution delayed the implementation of the Cadillac tax for an additional two years, until 2022. The 2019 continuing spending resolution (H.R. 1865) fully repeals the Cadillac tax, beginning with the 2020 taxable year.

The ACA created the Patient-Centered Outcomes Research Institute (PCORI) to help patients, clinicians, payers and the public make informed health decisions by advancing comparative effectiveness research. The Institute’s research is funded, in part, by fees paid by health insurance issuers and sponsors of self-insured health plans. Under the ACA, the PCORI fees were scheduled to apply to policy or plan years ending on or after Oct. 1, 2012, and before Oct. 1, 2019. The 2019 continuing spending resolution, H.R. 1865, reinstates PCORI fees for the 2020-2029 fiscal years. As a result, specified health insurance policies and applicable self-insured health plans must continue to pay these fees through 2029. The Walworth County Health Plan PCORI fees are built into the health fund budget. The PCORI fee for 2020 is $2.45 per person covered by the plan for the plan year. The Walworth County Health Plan paid $4,926.95 for 2019 PCORI fee.

I will be present at your meeting on January 22, 2020 to answer any questions you may have. Please feel free to contact me at 262.741.7947 prior to your meeting with any questions.
Memorandum

TO: Human Resources Committee

FROM: Lisa Henke, Benefits Manager

CC: Kate Bishop, Human Resources Director

DATE: January 13, 2020

SUBJECT: Health Care Reform Update

Per your request, we are providing you with our annual analysis on the impact of health care reform on our departments in 2020.

In review, the County offers health insurance to anyone who is 0.75 FTE or higher, which complies with health care reform. The additional element of reform is if an employee actually works 0.75, he/she must be offered health insurance for established periods. Since the county employs part-time, limited-term and casual employees, all positions need to be analyzed on the actual hours worked during a defined analysis period, which is a 12-month period from October 1 through September 30.

After review of the one hundred and forty-two (142) tracked employees’ hours worked during our look back period for this year, we have eight (8) employees who are eligible to enroll in health insurance coverage for 2020. This is up by two (2) employees from our 2019 eligibility numbers. Of those who are eligible for 2020 coverage, only one (1) elected to enroll in our health plan. This is the same number that elected coverage for 2019. The eight (8) eligible employees are made up of employees from Health and Human Services and Lakeland Healthcare Center.

Human Resources staff will be present at your meeting on January 22, 2020 to discuss our report. Please feel free to contact Kate or myself ahead of time if you would like any additional information.
Memorandum

TO: Human Resources Committee

CC: Kate Bishop, Human Resources Director

FROM: Lisa Henke, Benefits Manager

DATE: January 16, 2020

SUBJECT: Self-insured (self-funded) versus Fully-insured health plan design

Human Resources continues to look at options for the health plan offered to Walworth County employees. An option to research would be to move to a fully insured health plan design instead of offering the current self-insured (self-funded) health plan design.

Prior to looking at the different plan design options and carriers under both health plan funding options, we want to provide information on administering a self-insured (self-funded) health plan versus a fully-insured health plan.

Both self-insured (self-funded) and fully insured health plans operate under the same basic principle. Money is collected and used to pay for medical expenses of the insured population, with the extent and terms of that coverage being outlined and detailed in a policy or plan document.

A self-insured (self-funded) plan is a type of health insurance in which a company directly funds the costs of health care for its employees. With a self-insured plan, the company essentially acts as a health insurer. Under a self-insured (self-funded), plan the company is responsible for paying all approved medical and prescription claims expenses and paying the fixed monthly administrative costs with the company’s own assets in a medical trust (employer and employee contributions to the health fund). If the claims paid are less than the contributions, the fund keeps the surplus, rather than lose those funds to a carrier. Those funds can be used to offset future costs.

A fully-insured plan is a type of health insurance that is a more structured employer sponsored health plan. You may be familiar with this concept because home owners, renters and automobile insurance work on this insurance model. With a fully-insured health plan the company pays a set premium to the insurance carrier and the carrier pays all approved medical and prescription claims expenses. The premium rates are fixed for a year and paid monthly based on the number of employees enrolled in the plan each month. If the expenses for the carrier are less than the premium collected, those excess funds are retained by the carrier.
As with any program offered there are advantages and disadvantages to each option. Below is a chart capturing these for your review.

Choosing to use a self-insured (self-funded) plan design:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Claim funds sit in a savings account and payments are made only when</td>
<td>• Claims experience will directly impact claims payments, funding and potentially fixed costs of stop loss insurance</td>
</tr>
<tr>
<td>claims are submitted increasing the employers cash flow</td>
<td>• Employer budgeting for future claim costs.</td>
</tr>
<tr>
<td>• Cost and utilization control savings</td>
<td>• Additional financial responsibilities</td>
</tr>
<tr>
<td>• Plan design flexibility and control to reduce expenses</td>
<td>• Additional plan document responsibilities</td>
</tr>
<tr>
<td>• Comprehensive claim reporting to assist with plan design</td>
<td>• Working with multiple vendors – third party administrator, pharmacy benefit manager, network, and stop loss carrier</td>
</tr>
<tr>
<td>• Employer ability to help employees with claims and questions.</td>
<td></td>
</tr>
<tr>
<td>• Dedicated customer service staff to assist claims and questions</td>
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</tbody>
</table>

Choosing to use a fully-insured plan design:

<table>
<thead>
<tr>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Predictable “fixed” monthly cash flow based on monthly enrollment</td>
<td>• No plan savings if claims are less than monthly premium</td>
</tr>
<tr>
<td>• Monthly premiums do not change based on actual incurred claims</td>
<td>• Employers must choose from pre-packaged plan designs and certificate of coverage limitations</td>
</tr>
<tr>
<td>• Typically one carrier handling entire benefit program of administration,</td>
<td>• Currently in 2020 there is a reinsurance tax of 2-3% built into yearly premiums</td>
</tr>
<tr>
<td>reinsurance, network, and pharmacy</td>
<td>• Potential need to change carriers or providers to keep annual renewal costs down</td>
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<tr>
<td></td>
<td>• Employees will need to work directly with carrier for claims questions.</td>
</tr>
<tr>
<td></td>
<td>• Potential employee disruption with benefit coverage and providers</td>
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<tr>
<td></td>
<td>• Cost containment efforts such as wellness plans and employer sponsored clinics have little impact on monthly premium rates</td>
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<tr>
<td></td>
<td>• Limited reporting available to assist with requesting plan design options</td>
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<td>• Budget timing constraints (January 1 renewals will not have rates until 90 days before effective date)</td>
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</tbody>
</table>
Human Resources would be looking for direction from the Human Resources Committee on which direction to move our research in. There are several options for fully-insured plans and it will take time to vet all of those options to find the best carrier for Walworth County employees. Should you direct staff to move in that direction please be aware there would be a fee associated with moving away from our current self-insured (self-funded) health plan design to provide coverage for claims that incurred prior to the start of the fully-insured plan. We would also need direction on continuation of the Employee Health Center once a fully-insured plan was in place.

Human Resources staff will be present at your meeting on January 22, 2020 to answer any questions you may have. Please feel free to contact me at 262.741.7947 prior to your meeting with any questions.