1. February 19, 2020 Human Resources Committee Meeting Agenda
   Documents:
   
   FEBRUARY 19, 2020 HR AGENDA.PDF

2. February 19, 2020 Human Resources Committee Meeting Packet
   Documents:
   
   FEBRUARY 19, 2020 HUMAN RESOURCES PACKET.PDF

2.I. February 19, 2020 Human Resources Committee Meeting Supplemental Packet
   Documents:
   
   HR MEMO - STATE PLAN FULLY INSURED RFP UPDATE - FEB MEETING UPDATED 2.18.2020.PDF

3. February 19, 2020 Human Resources Committee Meeting Distributed At Meeting
   Documents:
   
   02-19-20 HR DIST AT MTG.PDF
County Board Human Resources Committee
MEETING NOTICE
Wednesday, February 19, 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) January 22, 2020 Human Resources Committee Meeting (encl. pp. 1-3)
6. Public comment period
7. Unfinished Business
   a) Update on research of fully-insured health plans (encl. pp. 4-9)
8. New Business
   a) Resolution **-03/20 Authorizing the Elimination of 4.5 FTE Certified Nursing Assistant Positions and 1.0 FTE Assistant Nursing Home Administrator Position at LHCC (encl. pp. 10-12)
   b) Resolution **-03/20 Authorizing the Elimination of 1.0 FTE Relief Cook Position at LHCC (encl. pp. 13-15)
   c) Resolution **-03/20 Authorizing the Reclassification of a 1.0 FTE Social Work Aide Position to a 1.0 FTE Social Worker Position at LHCC (encl. pp. 16-18)
   d) Resolution **-03/20 Authorizing the Reduction of a 1.0 FTE Recreational Therapy Leader Position to a 0.6 FTE and Create a 0.4 FTE Recreational Therapy Leader Position (encl. pp. 19-21)
   e) Resolution **-03/20 Authorizing the Reclassification of a 1.0 FTE Maintenance Technician Position to a 1.0 FTE Senior Maintenance Technician Position at Public Works (encl. pp. 22-24)
9. Report
   a) Personal Time Off utilization for 2019 (encl. pp. 25-26)
   b) Worker’s Compensation & Training Report (encl. pp. 27-29)

Reports/announcements by Chairperson

Set/confirm next meeting date and time
   a) Human Resources - Wednesday, March 18, 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

            Posted: February 13, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: February 13, 2020
RE: February 19, 2020 Human Resources Committee Meeting

Unfinished Business:

a.) **Update on Research of Fully-Insured Health Plans.** Health Care is an important topic across the country. As health care costs continue to rise, it is important that we as a county ensure we are providing an affordable and quality plan to our employees and future employees, as well as being financially responsible. As you will recall, last month Human Resources brought to the Committee information regarding Self-Insured and Fully-Insured Health Plans. The purpose of this presentation was to educate on the advantages and disadvantages of both plans for both the employer and employee with the intent to receive direction from the Committee on how they would like to proceed moving forward. The Committee directed Human Resources to begin the research into Fully-Insured plans. Today we have an update on the process and progress.

New Business:

a) **Resolution Authorizing the Elimination of 4.5 FTE Certified Nursing Assistant Positions and 1.0 FTE Assistant Nursing Home Administrator Position at LHCC.** As you are aware, Lakeland Health Care Center (LHCC), has undergone the transition from a 120-bed facility to a 90-bed facility. This change resulted in the elimination of certain positions that were taken to the board previously. During the transition, additional positions were maintained and would be eliminated through attrition. A memorandum from Elizabeth Aldred, Director of HHS and Superintendent of County Institutions, outlining these eliminations is included in your packet.

b) **Resolution Authorizing the Elimination of 1.0 FTE Relief Cook Position at LHCC.** This elimination is also part of the Lakeland Health Care Center (LHCC) the transition from a 120-bed facility to a 90-bed facility. This elimination will take place in May and the person in the position has accepted another role within our organization. A memorandum from Elizabeth Aldred, Director of HHS and Superintendent of County Institutions, outlining these eliminations is included in your packet.
c) **Resolution Authorizing the Reclassification of a 1.0 FTE Social Work Aide Position to a 1.0 FTE Social Worker Position at LHCC.** Enclosed in your packet is a memorandum from Elizabeth Aldred, HHS Director and Superintendent to County Institutions, describing this request and reasoning for the reclassification of the position at Lakeland Health Care Center (LHCC). A draft resolution with the fiscal impact is included as well.

d) **Resolution Authorizing the Reduction of a 1.0 FTE Recreational Therapy Leader Position to a 0.6 FTE and the Creation of a 0.4 FTE Recreational Therapy Leader Position.** Enclosed in your packet is a memorandum from Elizabeth Aldred, HHS Director and Superintendent to County Institutions, describing this request and reasoning for the reclassification of the position at Lakeland Health Care Center (LHCC). A draft resolution with the fiscal impact is included as well.

e) **Resolution Authorizing the Reclassification of a 1.0 FTE Maintenance Technician Position to a 1.0 FTE Senior Maintenance Technician Position at Public Works.** Enclosed in your packet is a memorandum from Richard Hough, Director of Public Works, describing this request and reasoning for the reclassification of the position at Public Works. A draft resolution with the fiscal impact is included as well.

**Report:**

a.) **Personal Time Off utilization for 2019.** 2019 marked the transition from vacation time to scheduled time off (STO) and from sick time to personal time off (PTO). PTO, if not used during the year, has the option to be paid out to employees, be added to the extended sick bank, or a combination of the two. The committee had asked that Human Resources report back information regarding this. I have included a memorandum that reviews the PTO program as well as information regarding the usage of PTO, the payout and the transfer to extended sick bank for 2019.

b.) **Worker’s Compensation & Training Report.** Included in your packet is the bi-annual worker’s compensation and safety training report. You may recall this used to be a quarterly report; however, in July the Committee determined they would prefer this be a bi-annual report. This report summarizes financial data impacting the Worker’s Compensation fund and how staff, both Human Resources and departmental, are attempting to mitigate and manage those costs. Lisa Henke, Benefits Manager, will be present to highlight information and answer any questions you may have.
Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

Roll call was conducted and the following members were present: Chair Tim Brellenthin, Vice Chair Ken Monroe, and Supervisors Susan Pruessing and Rick Stacey. Supervisor Kathy Ingersoll was absent. A quorum was declared.

Others in Attendance
County Board Supervisors: County Board Chair Nancy Russell; Supervisor William Norem; Supervisor David Weber
County staff: County Administrator Mark Luberda; Advisor to the County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; Finance Director Jessica Conley; Benefits Manager Lisa Henke; Superintendent of County Institutions Elizabeth Aldred; Deputy Director of Health and Human Services Carlo Nevicosi; Director-Public Works Richard Hough; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; County Treasurer Valerie Etzel; County Clerk Kimberly Bushey; Register of Deeds Donna Pruess; Clerk of Circuit Court Kristy Secord
Members of the public: Bob Schiltz and Craig Konopski, Walworth County Deputy Sheriff Association

On motion by Supervisor Rick Stacey, second by Vice Chair Ken Monroe, the agenda was approved with no withdrawals.

On motion by Supervisor Stacey, second by Supervisor Susan Pruossing, the December 19, 2019 Special Joint Lakeland Health Care Center Board of Trustees and Human Resources Committee meeting minutes were approved.

Public comment – Bob Schiltz, Walworth County Deputy Sheriff’s Association, expressed concerns regarding the self-funded insurance option currently in place for employees. He requested the Committee look into fully insured plans further and provide sufficient time for employees to express their preference between plans.

Unfinished Business
- Resolution **-02/20 Setting Salaries for Register of Deeds, County Treasurer and County Clerk for 2021-2024

Human Resources (HR) Director Kate Bishop said the salaries need to be set and brought before the County Board by the April meeting. Treasurer Valerie Etzel stated she feels strongly the Treasurer should not make less than the Deputy Treasurer. County Clerk Kimberly Bushey gave a brief overview of the duties of her office and referenced the handout from Bishop regarding salaries for all three positions, noting County Clerks in 21% of responding counties were paid a higher salary than the other two positions. Advisor to the County Administrator David Bretl said Walworth County has been served well by elected officials and he appreciates the work they do, but reminded the Committee that elected officials do not have the same requirements as other department heads. He advised a raise would be in order based on similar counties and noted the salary will be fixed for 4 years, and would include a 2% cost of living increase per year.

Supervisor Stacey made a motion, second by Vice Chair Monroe, to approve the salaries with an increase of 9% for all three positions. Motion carried 4-0.
New Business

- Ordinance **-02/20 Amending Section 15-394 of the Walworth County Code of Ordinances Relating to Safety Shoes
  Supervisor Stacey made a motion, second by Supervisor Pruessing, to recommend approval of the ordinance relating to safety shoes. Motion carried 4-0.

- Ordinance **-02/20 Amending Section 15-359 of the Walworth County Code of Ordinances Relating to Special Pay Premiums at LHCC
  Bishop said the LHCC Board of Trustees approved this at their meeting. **Vice Chair Monroe made a motion, second by Supervisor Stacey, to recommend approval of the ordinance amending Section 15-359 of the Walworth County Code of Ordinances relating to Special Pay Premiums at LHCC. Motion carried 4-0.

- Resolution **-02/20 Authorizing the Reclassification of an Administrative Clerk III to an Asset Manager/Operations Analyst at Public Works
  Bishop explained this reclassification was originally scheduled for July 1st, but as the Administrative Clerk III has left the County’s employment, this resolution would be authorizing an earlier effective date. **Supervisor Stacey made a motion, second by Vice Chair Monroe, to recommend approval of the resolution authorizing the reclassification of an Administrative Clerk III to an Asset Manager/Operations Analyst at Public Works. Motion carried 4-0.

- Resolution **-02/20 Authorizing the Reclassification of an Administrative Clerk III to an Administrative Clerk II in the Register of Deeds Office
  **Supervisor Stacey made a motion, second by Supervisor Pruessing, to recommend approval of the resolution authorizing the reclassification of an Administrative Clerk III to an Administrative Clerk II in the Register of Deeds Office. Motion carried 4-0.

- Resolution **-02/20 Authorizing the Addition of a Dementia Care Specialist Position in the Health and Human Services Department
  **Vice Chair Monroe made a motion, second by Supervisor Pruessing, to recommend approval of the resolution authorizing the addition of a Dementia Care Specialist Position in the Health and Human Services Department. Motion carried 4-0.

- Resolution **-02/20 Authorizing the Creation of Two Driver Positions at Health and Human Services
  **Vice Chair Monroe made a motion, second by Supervisor Stacey, to recommend approval of the resolution authorizing the creation of two Driver positions at Health and Human Services. Motion carried 4-0.

- Resolution **-02/20 Authorizing the Elimination of Two Positions at Health and Human Services
  Bishop said these two positions were included in the 2020 budget, but the grant did not come through to fund them. Discussion ensued as to editing the wording of the resolution. **Supervisor Stacey made a motion, second by Supervisor Pruessing, to recommend approval of the resolution authorizing the elimination of two positions at Health and Human Services. Motion carried 4-0.
Resolution **-02/20 Authorizing the Increase of the Pre-trial Services Coordinator at Clerk of Courts from Part-Time to Full-Time  

Supervisor Pruessing made a motion, second by Vice Chair Monroe, to recommend approval of the resolution authorizing the increase of the Pre-trial Services Coordinator at Clerk of Courts from Part-Time to Full-Time. Motion carried 4-0.

Resolution **-02/20 Authorizing the Creation of a Second Deputy Director Position at Health and Human Services  

Vice Chair Monroe made a motion, second by Supervisor Stacey, to recommend approval of the resolution authorizing the creation of a second Deputy Director Position at Health and Human Services Department. Motion carried 4-0.

Update on Cadillac Tax  
Bishop referenced the memo included in the meeting packet.

Education on fully insured and self-funded insurance options  
Bishop distributed a memo and presentation printout. Bretl said he hopes the Committee uses this as a starting point as it is a large expense to the County and affects recruitment and employee retention. He advised caution to the Committee members when making decisions related to health insurance, keeping in mind how much time staff spends on the self-funded health plan. He emphasized it has become a much bigger issue since he has been with the County and this is due to health care costs increasing. He noted Rock County has moved to a fully funded plan and contacting them with questions could be helpful. Benefits Manager Lisa Henke gave a presentation discussing the similarities, differences, advantages, and disadvantages between self-funded and fully insured insurance plans. Discussion ensued. Vice Chair Monroe made a motion, second by Supervisor Pruessing, to direct staff to get further information on a possible change to fully insured plans and the State Plan similar to our plan, and bring it to the Committee at the February HR meeting. Motion carried 4-0.

Report  
Impact of Health Care reform as it relates to the definition of full-time employees  
Bishop explained this is an annual report. Henke presented the details of the report.

Reports/announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, February 19, 2020 at 3:30 p.m.

Adjournment  
On motion by Vice Chair Monroe, second by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:45 p.m.
Memorandum

TO: Human Resources Committee
CC: Kate Bishop, Human Resources Director
FROM: Lisa Henke, Benefits Manager
DATE: February 13, 2020
SUBJECT: Research Update on Fully-Insured Health Plans

Human Resources continues to look at options for the health plan offered to Walworth County employees. As previously discussed, one option being researched is moving to a fully-insured health plan design instead of offering the current self-insured health plan design.

Walworth County is currently completing due diligence by obtaining and analyzing both the fully-insured plan offered through the State of Wisconsin and also commercial fully-insured group plans, researched through our broker, M3 Insurance.

State Plan Update
The State Plan has been contacted and research has begun into comparison of the four (4) medical only plans offered by the State of WI compared to the current plans offered by Walworth County. The four (4) plan designs being researched are the State P12, P14, P16 and P17.

When an organization joins the State Plan they are committing to be a participant in the plan for a minimum of three (3) years.

There will be an increase in eligible participants for the health plan because the State Plan requires all employees who are eligible for WRS be offered health insurance. With the Walworth County current numbers, this will result in an additional 27 people being eligible for health insurance. Should these individuals enroll these participants would need to be added to their department budgets for health insurance coverage.

The employer can pick one plan design out of the four (4) plan designs offered. Each County in the State has a list of insurance carriers for employers within that county for their employees to choose from based on the medical providers the employee uses. Employers in Walworth County on the State Plan are able to pick between the following insurance carriers:
Participants would need to go to the carrier’s website to verify the current providers for each insurance carrier and select the plan that meets their needs. There is no assistance from the State Plan to help employees with this selection.

The employer is only allowed to pay a maximum of 88% of the monthly premium. This could potentially be a savings to Walworth County, as the County is currently paying 93% of the monthly premium for employees who earn the wellness incentive. The minimum premium contribution from the employer is 50% of the maximum monthly premium. The maximum premium contribution is calculated by the State by taking the average premium of the Tier 1 Carriers within the county at 88%. Depending on the Carrier the participant chooses, they will pay the difference between the maximum 88% and the cost for that carriers plan. (See Attachment A for details)

The State Plan will not provide final rates until the plan has gone through underwriting. They did share the potential of a 2 year surcharge that could be added to the current year published monthly rates depending on how the plan is underwritten based on prior year’s claims. Below is a chart of the additional cost that could be applied depending on what category Walworth County falls into during underwriting (this category remains the same for 2 years):

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>40 Percent Category</th>
<th>30 Percent Category</th>
<th>20 Percent Category</th>
<th>10 Percent Category</th>
</tr>
</thead>
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<tr>
<td>Family Year 1</td>
<td>$700.00/month</td>
<td>$525.00/month</td>
<td>$350.00/month</td>
<td>$175.00/month</td>
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<tr>
<td>Family Year 2</td>
<td>$350.00/month</td>
<td>$263.00/month</td>
<td>$175.00/month</td>
<td>$88.00/month</td>
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<tr>
<td>Single Year 1</td>
<td>$280.00/month</td>
<td>$210.00/month</td>
<td>$140.00/month</td>
<td>$70.00/month</td>
</tr>
<tr>
<td>Single Year 2</td>
<td>$140.00/month</td>
<td>$105.00/month</td>
<td>$70.00/month</td>
<td>$35.00/month</td>
</tr>
</tbody>
</table>

The above costs are added to the published Tier 1 carrier average and then the 88% is applied to figure the maximum the employer will pay for each carrier option available to the employers within their county. This means the employee will share in any potential surcharge applied to the group for the first two years.

Human Resources was prepared to send all of our information to the State Plan for underwriting, but the State Plan asked us to wait until they can review the
County’s commitment to retirees. The State is currently reviewing sections of the Walworth County Code of Ordinances relating to retiree health insurance (Sec. 15-338, Sec. 15-339, Sec. 15-532, Sec. 15-557, and Sec 15-1060) as well as the terms of the Deputy Sheriffs Association Collective Bargaining Agreement section 13.02 and 13.03 to verify the State Plan will allow what Walworth County was able to do with their self-funded plan design. If the State Plan agrees to accommodate what is stated in the above referenced documents Human Resources will send over the underwriting information. For the sake of research we are using an effective date of July 1, 2020 to see if there would be a surcharge that needs to be added to the base rates. Should the State Plan not be able to accommodate what is stated in those documents we will be back at the March HR Committee meeting to discuss.

**Fully-insured Group Plan RFP Update**

In addition to Human Resources researching the State Plan, M3 Insurance, the County’s insurance brokers, is researching commercial fully insured group plans on our behalf.

Fully insured group proposals have been requested from all viable insurance carriers that quote business for the State of Wisconsin. The national network insurance carriers approached who can provide similar providers to our current plan design are: United Healthcare, Anthem BCBS WI, and Humana. Additionally, local HMO and regional network carriers have been approach: Dean Health Plan (only see Dean providers), Mercy Health (only see Mercy providers), Quartz (can see Aurora, Mercy and ProHealth providers) and WEA Trust (can see Aurora, Mercy, ProHealth, Fort Healthcare, and UW Hospital and Clinic providers). All necessary data needed to assess the risk was included with the request and the deadline given to all insurance carriers to respond is February 19, 2020. Upon receipt, the proposals will be scrubbed to ensure what was requested was truly received. The data will then be entered into a side-by-side comparison for analysis. Human Resources is expecting to receive that comparison by the end of February.

A few carriers that have been approached but are not able to provide a proposal include: GHC, Network Health Plan and Prevea360. This is due to their lack of network presence in the Elkhorn, WI and surrounding areas. Formal declinations have already been received from these insurance carriers.

United Healthcare is also unable to provide a fully insured proposal as they currently work with the Wisconsin County Association (WCA) to offer a self-funded program collectively to a consortium of other Wisconsin Counties. Due to this program already in place with the WCA, United Healthcare is unable to compete with the trust plan by offering non WCA WI counties a fully insured proposal.

With the above said, the WCA Trust has been approached for a proposal. As mentioned above, the back end administration of the WCA Trust offering with United Healthcare is on a self-funded platform. However, the end user look and feel mirrors that of a fully insured arrangement. Walworth County can expect to
pay a set premium each month for access to coverage. The County will not be responsible for claims reserves, contributing extra premiums for high cost claimants nor any run-out costs should the decision be to end the agreement with the WCA Trust.

Human Resources in partnership with M3 Insurance have already begun to field questions from each of the carriers and their ability to provide an accurate proposal. The approached insurance carriers have been asked to match the current plan design offered by Walworth County today, so that we have a true apples to apples comparison. The effective date of July 1, 2020 has been requested to align with the state releasing a July 1, 2020 proposal as well. As we narrow down the field, we will re-approach the proposing carriers for additional numbers to complete a full comparison of the fully insured state plan. At that time, a January 1, 2021 effective date will be requested.

Depending on the response time from both the State of WI and several insurance carrier partners, the expectation is to present additional information during the April HR Committee meeting.

**Questions still to be answered:**

1. What amount of network disruption will participants see under any of these plan options? Network disruption is when the provider you are currently seeing is no longer considered a provider within the network. When this happens the services under that provider may be covered at a lower rate or have no coverage and the participant would owe the full bill. Network disruption reports have been requested from each carrier and will be presented when plan design and rates are available.

2. Retiree coverage. Will the State Plan or any of the commercial fully insured options allow coverage for retirees who have provisions under sections of Chapter 15 and the Deputy Sheriffs Association Collective Bargaining Agreement?

Human Resources staff will be present at your meeting on February 19, 2020 to answer any questions you may have. Please feel free to contact me prior to the meeting with any questions. I can be reached at 262.741.7947.
### Attachment A

#### 2020 Monthly Rates for Walworth County Health Plan

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>Employer Share at 93%*</th>
<th>Employee Share at 7%*</th>
<th>Total Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$849.10</td>
<td>$63.90</td>
<td>$913.00</td>
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<td>Family</td>
<td>$2,098.08</td>
<td>$157.92</td>
<td>$2,256.00</td>
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<table>
<thead>
<tr>
<th>Tier 2</th>
<th>Employer Share at 93%*</th>
<th>Employee Share at 7%*</th>
<th>Total Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$778.42</td>
<td>$58.58</td>
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<tr>
<td>Family</td>
<td>$1,878.60</td>
<td>$141.40</td>
<td>$2,020.00</td>
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</table>

*Above rates are if the member (and spouse if on the plan) participate in the wellness program.

#### Below are the 2020 Monthly Rates for the four State Plan design options without dental coverage. The Employer will pick the plan (P12, P14, P16, or P17) and the participant will pick the Carrier that has their providers included.

#### Program Option: P12 WPE Traditional No Dental

<table>
<thead>
<tr>
<th>County</th>
<th>Tier</th>
<th>Carrier</th>
<th>Maximum Employer Share</th>
<th>Minimum Employee Share</th>
<th>Total Premium</th>
<th>Maximum Employer Share</th>
<th>Minimum Employee Share</th>
<th>Total Premium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Walworth</td>
<td>1</td>
<td>Dean Health Insurance</td>
<td>$701.42</td>
<td>$11.22</td>
<td>$712.64</td>
<td>$1,724.06</td>
<td>$24.02</td>
<td>$1,748.08</td>
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<tr>
<td></td>
<td>2</td>
<td>MercyCare Health Plans</td>
<td>$701.42</td>
<td>$59.72</td>
<td>$761.14</td>
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<td>3</td>
<td>Quartz - Community</td>
<td>$701.42</td>
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<td>3</td>
<td>Local IYC Access Plan</td>
<td>$701.42</td>
<td>$584.78</td>
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#### Program Option: P14 WPE Deductible No Dental

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<tr>
<th>County</th>
<th>Tier</th>
<th>Carrier</th>
<th>Maximum Employer Share</th>
<th>Minimum Employee Share</th>
<th>Total Premium</th>
<th>Maximum Employer Share</th>
<th>Minimum Employee Share</th>
<th>Total Premium</th>
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<tbody>
<tr>
<td>Walworth</td>
<td>1</td>
<td>Dean Health Insurance</td>
<td>$652.88</td>
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#### Program Option: P16 WPE IYC Health Plan No Dental

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<th>County</th>
<th>Tier</th>
<th>Carrier</th>
<th>Maximum Employer Share</th>
<th>Minimum Employee Share</th>
<th>Total Premium</th>
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<td></td>
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<td>$143.60</td>
<td>$808.62</td>
<td>$1,633.05</td>
<td>$354.99</td>
<td>$1,988.04</td>
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<td>Local IYC Access Plan</td>
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<td>$1,382.85</td>
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#### Program Option: P17 WPE HDHP No Dental

<table>
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<th>County</th>
<th>Tier</th>
<th>Carrier</th>
<th>Maximum Employer Share</th>
<th>Minimum Employee Share</th>
<th>Total Premium</th>
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<td>1</td>
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<td>MercyCare Health Plans</td>
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<td>WEA Trust - East</td>
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The State Plan calculates the premium contributions above by looking at the Tier 1 options within Walworth County and taking the average of the Tier 1 plans total premium cost. 88% of the average is the employer maximum share of the premium. The employer maximum stays the same for each carrier option offered. The remainder of the total premium for each carrier is paid by the employee.

Compare the employer and employee cost share to the left to the employer and employee cost share below. For example, the employee premium share for the two current family plan options are circled to the left. The comparable employee share for the State family plan options are circled below.
Below are the potential surcharge rates that could be added to the above numbers once Walworth County goes through underwriting. The costs below, if assessed to Walworth County, will be shared between the employer and employee share for the first two years on the State Plan at the 88% calculation.

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>40 Percent Category</th>
<th>30 Percent Category</th>
<th>20 Percent Category</th>
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<td>Family Year 1</td>
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<td>Single Year 1</td>
<td>$280.00/month</td>
<td>$210.00/month</td>
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<td>Single Year 2</td>
<td>$140.00/month</td>
<td>$105.00/month</td>
<td>$70.00/month</td>
<td>$35.00/month</td>
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</table>

The State Plan calculates the surcharge premium by taking the employer assigned category and applying that number to each of the Tier 1 total premium plans offered to Walworth County. Those new Tier 1 total premium numbers are then averaged. 88% of the average is the employer maximum share of the surcharged premium. The employer maximum stays the same for each carrier option offered. The remainder of the surcharged total premium for each carrier is paid by the employee.

Below are the top 20 Providers utilized by Walworth County health plan participants in 2019 based on number of claims paid and what carriers you would have to choose to see them. Please note the provider search for each carrier was completed manually in February 2020. Providers do change within networks depending on contracts. A full disruption report will be requested from the State after underwriting is completed.

PROVIDER
AURORA MEDICAL GROUP
MHS PHYSICIAN SERVICES
AURORA LAKELAND MEDICAL CENTER
PROHEALTH CARE MEDICAL ASSOCIATES
MEDICAL COLLEGE OF WISCONSIN
UW MEDICAL FOUNDATION
DEAN HEALTH SYSTEMS INC
CHILDRENS HOSPITAL OF WI
AURORA AT HOME
FORT HEALTHCARE
AURORA HEALTH CARE METRO
PROHEALTH CARE
FROEDTERT HOSPITAL
UW HOSPITAL & CLINICS
SSM HEALTH ST MARYS HOSPITAL JANESV
NEURO ENDO ASSOCIATES MILWAUKEE SC
MERITER HOSPITAL INC
FROEDTERT SOUTH INC
AURORA WEST ALLIS MEDICAL CENTER
UW HEALTH REHABILITATION HOSPITAL L

INSURANCE CARRIERS PROVIDERS ARE CURRENTLY COVERED*
Quartz-Community, WEA Trust - East, Local IYC Access Plan
MercyCare Health Plans, Quartz-Community, WEA Trust - East, Local IYC Access Plan
Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Insurance, Quartz-Community, WEA Trust - East, Local IYC Access Plan
Local IYC Access Plan
Dean Health Insurance, Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Insurance, Local IYC Access Plan
Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Insurance, MercyCare Health Plans, Quartz-Community, WEA Trust-East, Local IYC Access Plan
Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Insurance, Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Plan, IYC Local Access Plan
Dean Health Insurance, Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Insurance, Local IYC Access Plan
Local IYC Access Plan
Quartz-Community, WEA Trust-East, Local IYC Access Plan
Dean Health Plan, IYC Local Access Plan
Quartz-Community, WEA Trust - East, Local IYC Access Plan
Dean Health Insurance, Quartz-Community, WEA Trust - East, Local IYC Access Plan

*Please see carrier website to search specific providers within each provider system.
Memorandum

To: Lakeland Health Care Center Board of Trustees  
   Human Resources Committee

Cc: Mark Luberda, County Administrator

From: Elizabeth Aldred, Health & Human Services Director –  
   Superintendent of County Institutions

Date: February 13, 2020

RE: Elimination of Certain Positions Associated with the Downsizing to a 90-Bed Facility.

In December we presented our proposed staffing for the downsizing to a 90 bed facility. At that time we informed the board that there would be additional reductions in staff as staff resigned to get us to the proposed staffing levels that we believed would serve the residents remaining on our three units.

Since that time we have had resignations from 4 full time C.N.A staff and one 0.5 FTE C.N.A staff that were retained in addition to the necessary staffing levels. In addition we have also received the resignation of our Assistant Nursing Home Administrator. This position will also be eliminated to provide a more streamlined structure for supervision and authority.

This change would include a cost savings of $333,565 in 2020. These position changes will be included in the revised 2020 budget being proposed.
Resolution No. xx - 03/20
Authorizing the Elimination of 4.5 FTE Certified Nursing Assistant Positions and 1.0 FTE Assistant Nursing Home Administrator Position at LHCC

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 50.70 FTE Certified Nursing Assistant positions and 1.00 FTE Assistant Administrator – LHCC position at the Lakeland Health Care Center (“LHCC”); and,

WHEREAS, LHCC Administration seeks to eliminate 4.50 FTE Certified Nursing Assistant positions and 1.00 FTE Assistant Administrator – LHCC position at the Lakeland Health Care Center to better meet the staffing needs of the LHCC since the reduction in beds; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the elimination of 4.50 FTE Certified Nursing Assistant positions and 1.00 FTE Assistant Administrator – LHCC position at the Lakeland Health Care Center and hereby recommends the eliminations.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the elimination of 4.50 FTE Certified Nursing Assistant positions and 1.00 FTE Assistant Administrator – LHCC position at the Lakeland Health Care Center be and the same are hereby approved effective as of March 10, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to eliminate the 1.00 FTE Assistant Administrator – LHCC position and reflect the new FTE count of 46.20 FTE Certified Nursing Assistant positions at the Lakeland Health Care Center with departmental and grand totals being adjusted accordingly for the 5.50 FTE decrease.

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

County Board Meeting Date: March 10, 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-03/20

I. **Title:** Authorizing the Elimination of 4.5 FTE Certified Nursing Assistant Positions and 1.0 FTE Assistant Nursing Home Administrator Position at LHCC.

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to eliminate 4.50 FTE Certified Nursing Assistant positions and 1.00 FTE Assistant Administrator – LHCC position at the Lakeland Health Care Center.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $333,565 in 2020 and a savings of $365,095 annually.

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>February 19, 2020</td>
</tr>
</tbody>
</table>

Vote:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LHCC</td>
<td>February 19, 2020</td>
</tr>
</tbody>
</table>

Vote:

County Board Meeting Date: March 10, 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  
Date

Jessica Conley  
Finance Director  
Date

Mark W. Luberda  
County Administrator  
Date
Memorandum

To: Lakeland Health Care Center Board of Trustees
    Human Resources Committee

Cc: Mark Luberda, County Administrator

From: Elizabeth Aldred, Health & Human Services Director –
    Superintendent of County Institutions

Date: February 13, 2020

RE: Elimination of a 1.0 Relief Cook Position

In December we presented our proposed staffing for the downsizing to a 90 bed facility. At that time we informed the board that there would be an additional reduction of a 1.0 relief cook when we hired the Senior Meal Program cook position. That position has now been filled and will be starting on May 4, 2020 when we begin having Lakeland Health Care Center provide the meals for our congregate and home delivered meals.

At this time we are seeking authorization to eliminate the vacant relief cook as of May 4, 2020. The elimination of this position will result in a cost savings of $26,597 in 2020. This position change will also be included in the revised 2020 budget that is being proposed.
Resolved No. xx - 03/20
Authorizing the Elimination of 1.0 FTE Relief Cook Position at LHCC Position at LHCC

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 10.80 FTE Relief Cook positions at the Lakeland Health Care Center (“LHCC”); and,

WHEREAS, LHCC Administration seeks to eliminate a 1.00 FTE Relief Cook position at the Lakeland Health Care Center to better meet the staffing needs of the LHCC since the reduction in beds; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the elimination of a 1.00 FTE Relief Cook position at the Lakeland Health Care Center and hereby recommends the elimination.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the elimination of a 1.00 FTE Relief Cook position at the Lakeland Health Care Center be and the same is hereby approved effective as of May 4, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 9.80 FTE Relief Cook positions at the Lakeland Health Care Center with departmental and grand totals being adjusted accordingly for the 1.00 FTE decrease.

Nancy Russell                  Kimberly S. Bushey
County Board Chair            County Clerk

County Board Meeting Date: March 10, 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
Corporation Counsel              Jessica Conley              Date
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-03/20

I. **Title:** Authorizing the Elimination of 1.0 FTE Relief Cook Position at LHCC

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to eliminate a 1.00 FTE Relief Cook position at the Lakeland Health Care Center.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $26,597 in 2020 and a savings of $39,994 annually.

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

   - Committee: Human Resources Date: February 19, 2020
   - Vote:
   - Committee: LHCC Date: February 19, 2020
   - Vote:
   - County Board Meeting Date: March 10, 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: Lakeland Health Care Center Board of Trustees
   Human Resources Committee

Cc: Mark Luberda, County Administrator

From: Elizabeth Aldred, Health & Human Services Director –
   Superintendent of County Institutions

Date: February 13, 2020

RE: Upgrade of a Social Work Aide position to a Social Worker

The position of social work aide was created in December as part of the varied changes associated with the downsizing of the nursing home to a ninety-bed facility. On January 30th the position incumbent resigned her position due to seeking alternate employment within the county.

Based on my review of the needs of the facility I am requesting that we eliminated the social work aide position and replace it with a social worker position.

A social worker position was eliminated in December. At that time it was felt that the duties could be absorbed by the aide. The aide did not have a social work degree, education or certification. Since the recommendations were made, I have continued to evaluate the staffing needs of the facility. Based on that evaluation we have found that the downsizing of the facility has not lead to the anticipated decreases in number of admissions, discharges or care plan meetings. If fact, we have focused on getting the census up and have increased the number of residents including those who are with us for short-term rehab. The social work aide and social worker are splitting the social work duties. The social work aide has been asked to do the duties of the social worker due to the increased need.

Other staffing changes made in December eliminated the back up to our admission coordinator. With this change, I will be asking the social workers to provide back up for the admission coordinator. This change will assure that we are able to meet the needs of our admissions afterhours. It is my strong belief that the duties rise to the level of needing a certified social worker.

This change would cost an additional $15,513 in 2020. This position change will be included in the revised 2020 budget being proposed.
Resolution No. xx - 03/20
Authorizing the Reclassification of a 1.0 FTE Social Work Aide Position to a 1.0 FTE Social Worker Position at LHCC

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a 1.00 FTE Social Work Aide position and a 1.00 FTE Social Worker position at the Lakeland Health Care Center (“LHCC”); and,

WHEREAS, LHCC Administration seeks to reclassify the 1.00 FTE Social Work Aide position to a 1.00 FTE Social Worker position to better serve the needs of the department; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of the 1.00 FTE Social Work Aide position to a 1.00 FTE Social Worker position and hereby recommends the reclassification.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of the 1.00 FTE Social Work Aide position to a 1.00 FTE Social Worker position be and the same is hereby approved effective as of April 27, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to eliminate the 1.00 FTE Social Work Aide position and reflect the new FTE count of 2.00 FTE Social Worker positions at the Lakeland Health Care Center.

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

County Board Meeting Date: March 10, 2020

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:

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

____________________________
Mark W. Luberda         Date
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing the Reclassification of a 1.0 FTE Social Work Aide Position to a 1.0 FTE Social Worker Position at LHCC

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to reclassify the 1.00 FTE Social Work Aide position to a 1.00 FTE Social Worker position at the Lakeland Health Care Center.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in an additional cost of $15,513 in 2020 and an estimated cost of $41,001 annually.

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

   Committee: Human Resources  Date: February 19, 2020
   Vote:
   Committee: LHCC  Date: February 19, 2020
   Vote:
   County Board Meeting Date: March 10, 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
Memorandum

To: Lakeland Health Care Center Board of Trustees
   Human Resources Committee

Cc: Mark Luberda, County Administrator

From: Elizabeth Aldred, Health & Human Services Director –
      Superintendent of County Institutions

Date: February 4, 2020

RE: Creation of a 0.6 and 0.4 FTE Recreational Therapy Leader Positions

We have recently received the resignation of a full time recreational therapy lead who is intending to retire in April. The incumbent staff person wanted to make sure that we had enough time to refill her position so she has given an extended notice. As with all positions we have looked at how best to fill this position in the new 90 bed structure.

As you are aware, we eliminated a recreational therapy lead for the summer of 2020 based on a pending retirement. All of our recreational therapy staff are required to work one weekend a month. With the elimination of this position we will be short a person to provide recreation therapy on one weekend a month.

We are requesting to change the 1.0 FTE recreational therapy leader position into two positions. The 0.6 and the 0.4 FTE positions would each work one weekend a month. These staff would be scheduled to be able to provide coverage for the staff person working the weekend who is given a week day off during their weekend week. Additionally we would look to extend our hours into the evening which would expanding our overall recreational programming for our residents. This is an area that is looked at during our survey and would benefit our residents.

This position would be expected to be a C.N.A and be able to provide additional coverage on the floor when necessary.

This change would be a cost savings of $22,080 in 2020 and 31,350 in 2021. This position change would be included in the revised 2020 budget being proposed.
Resolution No. xx - 03/20
Authorizing the Reduction of a 1.0 FTE Recreational Therapy Leader Position to a 0.6 FTE and the Creation of a 0.4 FTE Recreational Therapy Leader Position at LHCC

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 2.00 FTE Recreational Therapy Leader positions at the Lakeland Health Care Center (“LHCC”); and,

WHEREAS, LHCC Administration seeks to reduce a full-time 1.00 FTE Recreational Therapy Leader position to a part-time 0.60 FTE Recreational Therapy Leader position and create an additional part-time 0.40 FTE Recreational Therapy Leader position to better meet the recreational therapy needs of the department; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reduction of a full-time 1.00 FTE Recreational Therapy Leader position to a part-time 0.60 FTE Recreational Therapy Leader position and the creation of an additional part-time 0.40 FTE Recreational Therapy Leader position and hereby recommends the reduction and creation.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reduction of a full-time 1.00 FTE Recreational Therapy Leader position to a part-time 0.60 FTE Recreational Therapy Leader position and the creation of an additional part-time 0.40 FTE Recreational Therapy Leader position be and the same is hereby approved effective as of April 27, 2020.

BE IT FURTHER RESOLVED that no updates to the Administrative Procedure shall be required as a result of the aforementioned position reduction and creation, as the overall FTE count for Recreational Therapy Leader positions remains unchanged at 2.00 FTEs.

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

County Board Meeting Date: March 10, 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-03/20

I. **Title:** Authorizing the Reduction of a 1.0 FTE Recreational Therapy Leader Position to a 0.6 FTE and the Creation of a 0.4 FTE Recreational Therapy Leader Position at LHCC

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to reduce a full-time 1.00 FTE Recreational Therapy Leader position to a part-time 0.60 FTE Recreational Therapy Leader position and create an additional part-time 0.40 FTE Recreational Therapy Leader position.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $22,080 in 2020 and a savings of $31,350 annually due to benefit-related savings.

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

- **Committee:** Human Resources  
  **Date:** February 19, 2020

- **Committee:** LHCC  
  **Date:** February 19, 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>Name</th>
<th>Date</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael P. Cotter</td>
<td>Date</td>
<td>Jessica Conley</td>
<td>Date</td>
</tr>
<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: 3 February 2020

To: Kate Bishop – Human Resources Director

From: Richard Hough – Public Works Director

Subject: Alter Maintenance Organization Structure

Purpose. The purpose of this correspondence is to request modification of Antoine Leachman position from a Maintenance Technician to a Senior Maintenance Technician (SMT). The effective change of this upgrade would be after the initial payroll start date for Public Works (Schedule B) o/a 13 April 2020.

Argument. Antoine Leachman has only been with the department about a year but his talents, drive, and commitment were so evident he was announced as our Department of Public Works Employee of the Quarter just months after being hired. Antoine has the skills and talent to perform at a higher level, the department is recognizing this by assigning him with management of the Sheriff’s Office, a 250,000 square foot facility, and leadership over other Maintenance Technicians. Based on job descriptions these two factors merit recognition as a SMT.

Human Resource Updates. Change Position 000550681 from Maintenance Tech to Senior Maint Tech. Update pay schedule for Antoine Leachman (Employee #8684) to Step 1 of SMT Pay Table. See Attached Payroll Budget Request.

Costs. Effective 1 January 2020, Antoine is rated a Step 8 employee under table 10H. If upgrade he would move to a Step 1 on the 12F table. The average hourly change in salary would improve by $.97/hour. No budget amendment is required to accommodate this change. Total annual impact is under $2,000 for 2020.

Conclusion. With this alteration to the facilities structure the department will have six Senior Maintenance Technicians focused on seven major buildings on the County campus (Sheriff’s Office, Judicial Center, Health & Human Services, Lakeland Health Care Center, Child Development Education Center, and, Public Works and the Government Center. Six supporting Maintenance Technicians would provide as needed support to the various facilities. Finally, this change would better align organization and compensation structures with how the Public Works Department conducts daily operations.
Resolution No. xx - 03/20
Authorizing the Reclassification of a 1.0 FTE Maintenance Technician Position to a 1.0 FTE Senior Maintenance Technician Position at Public Works

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 7.00 FTE Maintenance Technician positions and 5.00 FTE Senior Maintenance Technician positions in the Public Works Department; and,

WHEREAS, the Public Works Department seeks to reclassify a 1.00 FTE Maintenance Technician position to a 1.00 FTE Senior Maintenance Technician 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 Maintenance Technician position to a 1.00 FTE Senior Maintenance Technician 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 Maintenance Technician position to a 1.00 FTE Senior Maintenance Technician position be and the same is hereby approved effective as of April 13, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 6.00 FTE Maintenance Technician positions and 6.00 FTE Senior Maintenance Technician positions in the Public Works Department.

County Board Meeting Date: March 10, 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                Date

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-03/20

I. Title: Authorizing the Reclassification of a 1.0 FTE Maintenance Technician Position to a 1.0 FTE Senior Maintenance Technician Position at Public Works

II. Purpose and Policy Impact Statement: The purpose of this resolution is to reclassify a 1.00 FTE Maintenance Technician position to a 1.00 FTE Senior Maintenance Technician position in the Public Works Department.

III. Budget and Fiscal Impact: Passage of this resolution will result in an additional cost of $1,935 in 2020 and an estimated cost of $2,424 annually.

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

Committee: Human Resources Date: February 19, 2020

Vote:

County Board Meeting Date: March 10, 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
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: February 19, 2020
RE: Personal Time Off Utilization for 2019

In 2017 management began to meet to determine the best way to modify Walworth County Benefit Accrual. The following goals were identified at that time:

1. Reduce Other Post-Employment Benefits (OPEB) liability.
2. Equitable treatment of staff
3. Preserve benefits earned by current employees/retirees who have saved their sick leave banks.
4. Improve recruitment.
5. Reduce frequent call-ins and related scheduling adjustments, especially as they relate to 24 hour operations and mandatory staff areas.
6. Reduce overtime and staffing costs due to call-ins, especially in 24 hour operations and mandatory staff areas.

As a result, a new benefit accrual program was adopted by the County Board. As part of this change, what was sick time now became personal time off. Below are a few key elements of Sec 15-516- Personal time off (PTO):

- PTO shall only be provided to regular full time or part time employees and not to casual or limited term employees (Sheriff Association does not have PTO).
- Newly hired employees shall receive a prorated portion of the amount of PTO eligible for their classification.
- Annually, all eligible full time employees, shall receive 64 hours of PTO. This annual allocation shall be prorated for part time employees. This annual allocation shall be provided as a lump sum.
- Except as identified above, any remaining PTO shall be paid out to the employee on the check for the pay period containing December 31 of each year. Employee's shall have the option to elect to move a portion or all of the remaining hours of PTO into the extended sick leave bank to be used as time off for eligible leaves. The default selection shall be for the remaining PTO hours to be paid out if an employee does not provide an election. Any PTO hours elected to be moved to the extended sick leave bank shall forfeit the opportunity to be paid out. (CDEB teachers & aides are not eligible for PTO payout.)
• Personal time off (PTO) shall not be paid out upon termination/separation of employment.

2019 was the first year of PTO, and we have the first years’ results in terms of payout, transfer to extended sick leave bank, and usage of PTO. Included in your packet is a report with specifics in these areas. I have highlighted a few key details below:

• Walworth County had budgeted to pay out $519,506 of PTO to employees.
• The paid out for 2019 PTO was $409,912.39 (13,068.50 hours). 31% of total eligible PTO hours were payout.
• 821.55 hours were transferred into extended sick leave banks. 2% of total eligible PTO hours were transferred.
• $719,063.18 (28,320.20 hours) were used as time off during 2019. 67% of total eligible PTO hours were used as time off during the course of the year.

It is difficult to give a total cost or savings when it comes to the change involving PTO/STO, as there were numerous non-financial reasons involved. One measureable savings is four (4) less time-off days for employees hired prior to 2012 since the old sick leave accrual was for 12 days-per-year and the new PTO allotment is only for 8 days-per-year. This equates to an approximate value of $318,000 of additional productive time. The additional productive hours may have assisted in less overtime, but it is difficult to put a value on reduced overtime attributed to this specific reason. Some department heads; however, do feel it has had a small impact on reducing overtime.

Growth in sick leave, especially as it relates to OPEB sick credits and 50% sick leave payouts will not continue to grow. Additionally, the liability for both of these time-off benefits has decreased by a total of $242,000. This decrease occurs due to both retirements/terminations as well as use of sick leave time, and is therefore not necessarily a direct savings as the result of PTO changes.

Referencing back to the original goals, this program has been successful in reducing OPEB liability, is equitable to all staff, and has preserved the benefits earned by the current employees/retirees who have saved their sick leave banks. As stated previously, quantifying all the original goals is difficult. In terms of improving recruitment, comments have been made by some new employees that they feel we have a generous PTO/STO allowance; however, we are not able to determine the true impact on recruitment at this time. As mentioned earlier, reducing call-ins/scheduling issues and reducing OT/staffing costs due to call-ins is more difficult to quantify, but it is believed by some that PTO could have played a part in helping in these areas in 2019 along with other factors.
TO: Human Resources Committee  
CC: Kate Bishop, Human Resources Director  
FROM: Lisa Henke, Benefits Manager  
DATE: February 13, 2020  
SUBJECT: Worker’s Compensation Report and Training Update

Below is our six (6) month look back on open worker’s compensation claims and safety training/education completed. This report is looking at July – December 2019.

During the last six (6) months, there have been seventy-one (71) reported incidents. Forty-two (42) claims were report only, meaning an incident happened but no treatment was sought by the injured person, twenty-four (24) required medical treatment for the incident and five (5) required medical treatment and had time away from work.

The chart below represents the seven (7) departments that experienced claims in the previous six (6) months and the total expense paid for those claims. Additionally, I included any prior reporting period claims that are still open and the total expense paid on those claims.

<table>
<thead>
<tr>
<th>Department</th>
<th>New Claims In Report Period</th>
<th>Amount Paid On New Claims In Report Period</th>
<th>Other Open Claims</th>
<th>Amount Paid on Other Open Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>1</td>
<td>$0.00</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Lakeland School</td>
<td>10</td>
<td>$60,458</td>
<td>1</td>
<td>$13,750</td>
</tr>
<tr>
<td>Sheriff – Non-Sworn</td>
<td>4</td>
<td>$13,133</td>
<td>3</td>
<td>$131,436</td>
</tr>
<tr>
<td>Sheriff - Sworn</td>
<td>2</td>
<td>$2,212</td>
<td>2</td>
<td>$116,758</td>
</tr>
<tr>
<td>Lakeland Health Care</td>
<td>5</td>
<td>$15,804</td>
<td>2</td>
<td>$81,677</td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>2</td>
<td>$4,839</td>
<td>1</td>
<td>$7,679</td>
</tr>
<tr>
<td>Public Works</td>
<td>5</td>
<td>$8,635</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>29</strong></td>
<td><strong>$105,081</strong></td>
<td><strong>9</strong></td>
<td><strong>$351,300</strong></td>
</tr>
</tbody>
</table>

*Claim is in review
The total outstanding reserve for all open claims through December 31, 2019 is $729,004. Please remember that not all of the reserves may be spent for the open claims.

The chart below lists the type of claim, body part injured and cause of injury for the seven (7) departments that experienced claims in the past six (6) months:

<table>
<thead>
<tr>
<th>Depart.</th>
<th>Lost Time &amp; Medical Treatment</th>
<th>Medical Treatment Only</th>
<th>Incident Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td></td>
<td>• Arm – strain by reaching</td>
<td></td>
</tr>
<tr>
<td>LHCC</td>
<td>• Shoulder – strain by lifting</td>
<td>• Knee – slip, trip or fall</td>
<td>• Wrist – strain by lifting</td>
</tr>
<tr>
<td></td>
<td>• Shoulder – slip, trip or fall</td>
<td>• Back – strain by pushing or pulling</td>
<td>• Back – strain by pushing/pulling</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Hand – slip, trip or fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Wrist – struck by resident</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Abdomen – struck by resident</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Finger – struck by resident</td>
</tr>
<tr>
<td>Lakeland School</td>
<td>• Knee – strain by twisting</td>
<td>• Head – struck by student</td>
<td>• Knee – slip, trip or fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Head – slip, trip or fall</td>
<td>• Wrist/hand – slip, trip or fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finger – cut</td>
<td>• Wrist – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Shoulder – struck by student</td>
<td>• Back – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Arm – struck by student</td>
<td>• Chest – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mouth – struck by student</td>
<td>• Hip – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Back – motor vehicle accident</td>
<td>• Elbow – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Arm – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Hand – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Nose – struck by student</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Eye – struck by student</td>
</tr>
<tr>
<td>Sheriff - Non- sworn</td>
<td>• Finger - cut</td>
<td>• Back – slip, trip or fall</td>
<td>• Leg – strain/injury not classified</td>
</tr>
<tr>
<td>Sheriff - Sworn</td>
<td></td>
<td>• Back – strain by lifting</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Head – stuck by suspect</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Human Services</td>
<td>• Knee – slip, trip or fall</td>
<td>• Head – struck object</td>
<td>• Motor vehicle accident – no injury</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Knee – slip, trip or fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Back – strain/injury not classified</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Ankle - strain/injury not classified</td>
</tr>
</tbody>
</table>
Public Works

- Back – strain by lifting
- Shoulder – slip, trip or fall
- Eye – struck by object
- Hand – cut, puncture or scrape by object being handled
- Motor vehicle accident – no injury

Each of the departments listed in the six (6) month claim look back period have an active safety committee or crisis team that meet on a regular basis to discuss safety concerns and injury prevention. Human Resources participates as a member of these committees to help them engage in safety discussions and mitigate claim costs.

During the last six (6) months Human Resources has sent all employees the following educational topics to help prevent work related injuries and provide additional safety knowledge for at work and home:

1. Basic Electrical Safety
2. Back Safety
3. Bloodborne Pathogens
4. Handwashing
5. Fire prevention week facts
6. Slips, trips and falls
7. Walking safely on snow and ice
8. Cold stress safety awareness
9. Injury prevention and illness prevention

Per County Administrative procedure 3-401 to 3-419 each department head or their designee are responsible for completing safety training for their department. The attached document (Exhibit A) shows what each department reported as training completed in the past six (6) months.

I will be present at your meeting for any questions you may have.
Memorandum  
Updated 2.18.2020

TO:  Human Resources Committee

CC:  Kate Bishop, Human Resources Director

FROM: Lisa Henke, Benefits Manager

DATE: February 7, 2020

SUBJECT: Research update on fully-insured health plans

Human Resources continues to look at options for the health plan offered to Walworth County employees. As previously discussed, one option being researched is moving to a fully-insured health plan design instead of offering the current self-insured health plan design.

Walworth County is currently completing due diligence by obtaining and analyzing both the fully-insured plan offered through the State of Wisconsin and also commercial fully-insured group plans, researched through our broker, M3 Insurance.

**State Plan Update**

The State Plan has been contacted and research has begun into comparison of the four (4) medical only plans offered by the State of WI compared to the current plans offered by Walworth County. The four (4) plan designs being researched are the State P12, P14, P16 and P17.

When an organization joins the State Plan they are committing to be a participant in the plan for a minimum of three (3) years.

There will be an increase in eligible participants for the health plan because the State Plan requires all employees who are eligible for WRS be offered health insurance. With the Walworth County current numbers, this will result in an additional 27 people being eligible for health insurance. Should these individuals enroll these participants would need to be added to their department budgets for health insurance coverage.

The employer can pick one plan design out of the four (4) plan designs offered. Each County in the State has a list of insurance carriers for employers within that county for their employees to choose from based on the medical providers the employee uses. Employers in Walworth County on the State Plan are able to pick between the following insurance carriers:
Participants would need to go to the carrier’s website to verify the current providers for each insurance carrier and select the plan that meets their needs. There is no assistance from the State Plan to help employees with this selection.

The employer is only allowed to pay a maximum of 88% of the monthly premium. This could potentially be a savings to Walworth County, as the County is currently paying 93% of the monthly premium for employees who earn the wellness incentive. The minimum premium contribution from the employer is 50% of the maximum monthly premium. The maximum premium contribution is calculated by the State by taking the average premium of the Tier 1 Carriers within the county at 88%. Depending on the Carrier the participant chooses, they will pay the difference between the maximum 88% and the cost for that carriers plan. (See Attachment A for details)

The State Plan will not provide final rates until the plan has gone through underwriting. They did share the potential of a 2 year surcharge that could be added to the current year published monthly rates depending on how the plan is underwritten based on prior year’s claims. Below is a chart of the additional cost that could be applied depending on what category Walworth County falls into during underwriting (this category remains the same for 2 years):

<table>
<thead>
<tr>
<th>Coverage Level</th>
<th>40 Percent Category</th>
<th>30 Percent Category</th>
<th>20 Percent Category</th>
<th>10 Percent Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Year 1</td>
<td>$700.00/month</td>
<td>$525.00/month</td>
<td>$350.00/month</td>
<td>$175.00/month</td>
</tr>
<tr>
<td>Family Year 2</td>
<td>$350.00/month</td>
<td>$263.00/month</td>
<td>$175.00/month</td>
<td>$88.00/month</td>
</tr>
<tr>
<td>Single Year 1</td>
<td>$280.00/month</td>
<td>$210.00/month</td>
<td>$140.00/month</td>
<td>$70.00/month</td>
</tr>
<tr>
<td>Single Year 2</td>
<td>$140.00/month</td>
<td>$105.00/month</td>
<td>$70.00/month</td>
<td>$35.00/month</td>
</tr>
</tbody>
</table>

The above costs are added to the published Tier 1 carrier average and then the 88% is applied to figure the maximum the employer will pay for each carrier option available to the employers within their county. The State Plan calculates the surcharge premium by taking the employer assigned category and applying that number to each of the Tier 1 total premium plans offered to Walworth County. Those new Tier 1 total premium numbers are then averaged. 88% of the average is the employer maximum share of the surcharged premium. The employer maximum stays the same for each carrier option offered. The remainder of the surcharged total premium for each carrier is paid by the employee. This means the employee will share in any potential surcharge applied to the group for the first two years.
Human Resources was prepared to send all of our information to the State Plan for underwriting, but the State Plan asked us to wait until they can review the County’s commitment to retirees. The State is currently reviewing sections of the Walworth County Code of Ordinances relating to retiree health insurance (Sec. 15-338, Sec. 15-339, Sec. 15-532, Sec. 15-557, and Sec 15-1060) as well as the terms of the Deputy Sheriffs Association Collective Bargaining Agreement section 13.02 and 13.03 to verify the State Plan will allow what Walworth County was able to do with their self-funded plan design. If the State Plan agrees to accommodate what is stated in the above referenced documents Human Resources will send over the underwriting information. For the sake of research we are using an effective date of July 1, 2020 to see if there would be a surcharge that needs to be added to the base rates. Should the State Plan not be able to accommodate what is stated in those documents we will be back at the March HR Committee meeting to discuss.

**Fully-insured Group Plan RFP Update**

In addition to Human Resources researching the State Plan, M3 Insurance, the County’s insurance brokers, is researching commercial fully insured group plans on our behalf.

Fully insured group proposals have been requested from all viable insurance carriers that quote business for the State of Wisconsin. The national network insurance carriers approached who can provide similar providers to our current plan design are: United Healthcare, Anthem BCBS WI, and Humana. Additionally, local HMO and regional network carriers have been approach: Dean Health Plan (only see Dean providers), Mercy Health (only see Mercy providers), Quartz (can see Aurora, Mercy and ProHealth providers) and WEA Trust (can see Aurora, Mercy, ProHealth, Fort Healthcare, and UW Hospital and Clinic providers). All necessary data needed to assess the risk was included with the request and the deadline given to all insurance carriers to respond is February 19, 2020. Upon receipt, the proposals will be scrubbed to ensure what was requested was truly received. The data will then be entered into a side-by-side comparison for analysis. Human Resources is expecting to receive that comparison by the end of February.

A few carriers that have been approached but are not able to provide a proposal include: GHC, Network Health Plan and Prevea360. This is due to their lack of network presence in the Elkhorn, WI and surrounding areas. Formal declinations have already been received from these insurance carriers.

United Healthcare is also unable to provide a fully insured proposal as they currently work with the Wisconsin County Association (WCA) to offer a self-funded program collectively to a consortium of other Wisconsin Counties. Due to this program already in place with the WCA, United Healthcare is unable to compete with the trust plan by offering non WCA WI counties a fully insured proposal.

With the above said, the WCA Trust has been approached for a proposal. As mentioned above, the back end administration of the WCA Trust offering with United Healthcare is on a self-funded platform. However, the end user look and feel mirrors that of a fully insured arrangement. Walworth County can expect to pay a set premium each month for access to coverage. The County will not be responsible for claims reserves, contributing extra premiums for high cost claimants nor any run-out costs should the decision be to end the agreement with the WCA Trust.
Human Resources in partnership with M3 Insurance have already begun to field questions from each of the carriers and their ability to provide an accurate proposal. The approached insurance carriers have been asked to match the current plan design offered by Walworth County today, so that we have a true apples to apples comparison. The effective date of July 1, 2020 has been requested to align with the state releasing a July 1, 2020 proposal as well. As we narrow down the field, we will re-approach the proposing carriers for additional numbers to complete a full comparison of the fully insured state plan. At that time, a January 1, 2021 effective date will be requested.

Depending on the response time from both the State of WI and several insurance carrier partners, the expectation is to present additional information during the April HR Committee meeting.

Questions still to be answered:

1. What amount of network disruption will participants see under any of these plan options? Network disruption is when the provider you are currently seeing is no longer considered a provider within the network. When this happens the services under that provider may be covered at a lower rate or have no coverage and the participant would owe the full bill. Network disruption reports have been requested from each carrier and will be presented when plan design and rates are available.

2. Retiree coverage. Will the State Plan or any of the commercial fully insured options allow coverage for retirees who have provisions under sections of Chapter 15 and the Deputy Sheriffs Association Collective Bargaining Agreement?

We have heard back from ETF with the response from the Office of Strategic Health Policy regarding our retiree’s that are holding sick leave credits with Walworth County for future use. Their response is below:

*The way the Wisconsin Public Employer Group Health Insurance Program is currently structured any retirees who are not insured by Walworth County’s plan when they would enroll in the Wisconsin Public Employer Group Health Insurance Program, will not be able to join at a later date.*

Human Resources staff will be present at your meeting on February 19, 2020 to answer any questions you may have. Please feel free to contact me prior to the meeting with any questions. I can be reached at 262.741.7947.

Updated 2.18.2020 with information from ETF.
### Walworth County
#### 2019 Personal Time Off (PTO) Summary

<table>
<thead>
<tr>
<th>Department</th>
<th>Payout Hours</th>
<th>Payout Dollars</th>
<th>Transfer Hours</th>
<th>Transfer Dollars</th>
<th>Usage Hours</th>
<th>Usage Dollars</th>
<th>Total Hours</th>
<th>Total Dollars</th>
<th>% Payout</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILDREN W/ DISABILITIES ED BD (CDEB)</td>
<td>496.25</td>
<td>$22,116.52</td>
<td>-</td>
<td>$ -</td>
<td>2,710.91</td>
<td>$66,340.34</td>
<td>3,207.16</td>
<td>$88,456.86</td>
<td>15%</td>
</tr>
<tr>
<td>HEALTH &amp; HUMAN SERVICES</td>
<td>3,627.69</td>
<td>111,123.37</td>
<td>218.25</td>
<td>-</td>
<td>6,724.72</td>
<td>188,344.66</td>
<td>10,570.66</td>
<td>299,468.03</td>
<td>34%</td>
</tr>
<tr>
<td>LAKELAND HEALTH CARE CENTER</td>
<td>1,583.85</td>
<td>41,574.98</td>
<td>43.50</td>
<td>-</td>
<td>5,709.65</td>
<td>115,450.53</td>
<td>7,337.00</td>
<td>157,025.51</td>
<td>22%</td>
</tr>
<tr>
<td>OTHER DEPARTMENTS</td>
<td>4,640.20</td>
<td>156,964.12</td>
<td>280.80</td>
<td>-</td>
<td>6,003.93</td>
<td>165,990.89</td>
<td>10,924.93</td>
<td>322,955.01</td>
<td>42%</td>
</tr>
<tr>
<td>PUBLIC WORKS - HIGHWAY</td>
<td>678.50</td>
<td>20,991.25</td>
<td>24.00</td>
<td>-</td>
<td>2,131.75</td>
<td>53,774.05</td>
<td>2,834.25</td>
<td>74,765.30</td>
<td>24%</td>
</tr>
<tr>
<td>SHERIFF'S OFFICE - NON-SWORN</td>
<td>2,042.01</td>
<td>57,142.15</td>
<td>255.00</td>
<td>-</td>
<td>5,039.24</td>
<td>129,162.72</td>
<td>7,336.25</td>
<td>186,304.87</td>
<td>28%</td>
</tr>
<tr>
<td>Grand Total</td>
<td>13,068.50</td>
<td>$409,912.39</td>
<td>821.55</td>
<td>-</td>
<td>28,320.20</td>
<td>$719,063.18</td>
<td>42,210.25</td>
<td>$1,128,975.57</td>
<td>31%</td>
</tr>
</tbody>
</table>

**Note:** Amounts do not include related fringes.

CDEB teachers and aides are not eligible for payouts. Sheriff Sworn staff are not included in the PTO plan.