1. Agenda
   Documents:
   APRIL 16, 2019 SPECIAL HR AGENDA.PDF

2. Meeting Materials
   Documents:
   APRIL 16, 2019 SPECIAL HR PACKET.PDF
County Board Human Resources Committee
SPECIAL MEETING NOTICE
Tuesday, April 16, 2019
2:30 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) March 20, 2019 Human Resources Committee Meeting (encl. pp. 1-2)
6. Public comment period
7. New Business
   a) Request to rescind previous approval of Resolution No. 7-4/19 Authorizing the Reclassification of a Finance Supervisor Position to a Senior Accountant Position in the Finance Department (encl. 3-5)

Reports/announcements by Chairperson

Set/confirm next meeting date and time
   a) Wednesday, April 24, 2019 at 3:30 p.m.

Adjournment

Submitted by:  Tim Brellenthin, Committee Chairperson
               Donna McIntyre, Human Resources Manager

Posted: April 11, 2019
Chair Tim Brellenthin called the meeting to order at 3:31 p.m.

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

Others in Attendance
County Board members: County Board Chair Nancy Russell
County staff: County Administrator David Bretl; Human Resources Manager Donna McIntyre; Comptroller Jessica Conley; Undersheriff Kevin Williams; Deputy County Administrator-Finance Nicki Andersen; Director-Public Works Richard Hough; Risk/Benefits Manager Lisa Henke

Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the agenda as presented. Motion carried by voice vote.

Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the March 12, 2019 special joint Public Works and Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

New Business

- Review of Annual Reports of Call-Outs pursuant to Section 15-634(h) of the Code – Public Works and Sheriff’s Office

  County Administrator David Bretl said County ordinance requires an annual review of call-out responses by those employees in the Public Works and Sheriff’s Office who have take-home vehicles. When the previous reports were presented, Public Works reported there was a problem with the accuracy of their list. Director-Public Works Richard Hough is reviewing internal operations in his department, and there may be some changes made to the number of his staff authorized to take home County vehicles.

  Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the annual reports of call-outs. Motion carried 4-0.

- Ordinance Amending Section 15-359 of the Walworth County Code of Ordinances Relating to a Facilities Lead Worker Differential

  Bretl reported the Public Works Committee approved the ordinance. The differential for Facilities lead workers stepping up in management’s absence creates pay equity with the Highway Division.

  Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the ordinance as presented. Motion carried 3-0.

- Resolution Revising 2019 Pay Ranges for Certain Casual Public Works Classifications

  The Public Works Committee approved the resolution. Bretl recommended approval, stating he agrees with Hough that the existing pay scale is not sufficient to attract qualified workers. Vice Chair Monroe commented that if the age limit was lowered to 16, it would be easier to fill the casual positions. Hough said there are regulations against minors using certain power equipment, and one of the job duties of the casual workers is to supervise jail inmates performing groundskeeping.

  Vice Chair Monroe made a
motion, seconded by Supervisor Stacey, to approve the increase in the pay range for certain casual Public Works classifications. Motion carried 3-0.

- Ordinance Repealing Section 15-366 of the Walworth County Code of Ordinances Relating to Safety Shoes for Certain LHCC Employees

Human Resources Manager Donna McIntyre said the ordinance is to remove the language concerning safety shoes for Lakeland Health Care Center (LHCC) employees. Those individuals requiring safety shoes have been transferred to the Public Works department and will be reimbursed through their policy. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend approval of the repeal relating to safety shoes for LHCC employees. Motion carried 3-0.**

- Request to Overfill the Administrative Clerk III position in Human Resources per Section 15-18 of the Walworth County Code of Ordinances

Bretl reported a long-term employee is retiring in May. Currently, there is no Human Resources Director, one employee is out on maternity leave, and the department is recruiting for a new intern. Given the department shortages and the need to transfer a great deal of knowledge from the incumbent to the new Clerk, he approves the position overfill request. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to approve the request to overfill the Administrative Clerk III position in Human Resources. Motion carried 3-0.**

- Resolution Authorizing the Reclassification of a Finance Supervisor Position to a Senior Accountant Position in the Finance Department

Bretl said there is a vacant Finance Supervisor position due to the incumbent taking a promotion within the department. Management staff is requesting to reclassify the position down a step to a Senior Accountant. Staff may come back in the future requesting an upgrade if the Senior Accountant transitions to a supervisory role. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to approve the reclassification request. Motion carried 3-0.**

**Reports**

- Worker’s Compensation & Training Report – reporting periods and timelines

McIntyre asked the Committee if they would agree to wait under the July committee meeting for the next worker’s compensation and training report, when there will be more data available for review. She noted the report for January was presented at the regular February committee meeting. **Vice Chair Monroe made a motion, seconded by Supervisor Stacey, to direct staff to provide the worker’s compensation and training report at the July 2019 committee meeting. Motion carried 3-0.**

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

**Confirmation of next meeting:** Wednesday, April 24, 2019 at 3:30 p.m.

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

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

TO: Human Resources Committee
FROM: Nicki Andersen, Deputy County Administrator-Finance
DATE: April 11, 2019
SUBJECT: Rescind Resolution 07-04/19 Authorizing the Reclassification of a Finance Supervisor Position to a Senior Accountant Position in the Finance Department

The referenced resolution is included on the County Board’s April 16, 2019 agenda. The Finance department is requesting that said resolution be rescinded.

Based on recent applications for the Senior Accountant position, it appears we may have candidates who would instead qualify at the Finance Supervisor level. It is seldom we get people with that level of qualification applying. At this time, we would like to pursue evaluating our options with regard to those potential candidates.

Staff will be available at your meeting to answer any questions you may have.

NA/kw

c: Jessica Conley, Comptroller
Resolution No. 07 - 04/19
Authorizing the Reclassification of a Finance Supervisor Position to a Senior Accountant Position in the Finance Department

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a 1.00 FTE Finance Supervisor position and 1.50 FTE Senior Account positions in the Finance Department; and,

WHEREAS, the Finance Department seeks to reclassify the 1.00 FTE Finance Supervisor position to a 1.00 FTE Senior Accountant position to better meet the needs of the department; and,

WHEREAS, the Human Resources Committee ("Committee") has considered the reclassification of a 1.00 FTE Finance Supervisor position to a 1.00 FTE Senior Accountant 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 Finance Supervisor position to a 1.00 FTE Senior Accountant position be and the same is hereby approved effective as of May 28, 2019.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the addition of a 1.00 FTE Senior Accountant position in the Finance Department, for a new FTE count of 2.50 FTE Senior Accountant positions in Finance and the elimination of the 1.00 FTE Finance Supervisor position.

______________________________
Nancy Russell
County Board Chair

______________________________
Kimberly S. Bushey
County Clerk

County Board Meeting Date: April 16, 2019

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

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

David A. Bretl
County Administrator/Corporation Counsel

Nicole Andersen
Deputy County Administrator – Finance

3/21/19

3/21/19
Policy and Fiscal Note  
Resolution No. 07-04/19

I. Title: Authorizing the Reclassification of a Finance Supervisor Position to a Senior Accountant Position in the Finance Department

II. Purpose and Policy Impact Statement: The purpose of this resolution is to reclassify a 1.00 FTE Finance Supervisor position to a 1.00 FTE Senior Accountant position in the Finance Department.

III. Budget and Fiscal Impact: Passage of this resolution will result in a savings of $7,314 in 2019 and a savings of $12,222 annually.

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

  Committee: Human Resources  
  Meeting Date: March 20, 2019
  Vote: 3-0

  County Board Meeting Date: April 16, 2019

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

David A. Bretl  
County Administrator/Corporation Counsel  3/1/19

Nicole Andersen  
Deputy County Administrator – Finance  3/1/19