1. April 29, 2020 Human Resources Committee Meeting Agenda
   Documents:
   
   APRIL 29, 2020 HUMAN RESOURCES AGENDA.PDF

2. April 29, 2020 Human Resources Committee Meeting Packet
   Documents:
   
   APRIL 29, 2020 HR PACKET.PDF

3. April 29, 2020 Human Resources Committee Meeting Distributed At Mtg
   Documents:
   
   HR MEMO RE CONSIDERATION OF COVID RELATED PAY 4.27.20.PDF
County Board Human Resources Committee  
MEETING NOTICE  
Wednesday, April 29, 2020  
3:30 PM  
County Board Room 114  
Walworth County Government Center  
100 W. Walworth St., Elkhorn, Wisconsin

NOTICE: DUE TO THE CONTINUING PUBLIC HEALTH EMERGENCY, THIS MEETING IS PLANNED TO PROVIDE FOR REMOTE OR OFF-SITE ATTENDANCE BY COMMITTEE MEMBERS.  
The Walworth County Government Center remains open, but in-person attendance will be severely limited due to State imposed restrictions on group meeting sizes. ALL INDIVIDUALS ARE STRONGLY ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT https://mediasite.co.walworth.wi.us/Mediasite/Play/87d6ae22e9b644928f50a0d9eddf5f3b1d  
Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact Nicole Hill at NHill@co.walworth.wi.us or at 262-741-4357 on the day of the meeting and at least 15 minutes prior to the start of the meeting to obtain instructions.

(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 18, 2020 Human Resources Committee Meeting (encl. pp. 1-2)
6. Public comment period
7. Special Order of Business  
   a) Nominations and election of Chair of Human Resources Committee  
   b) Nominations and election of Vice Chair of Human Resources Committee  
   c) Role of the Human Resources Committee (encl. pp. 3-5)
8. New Business
a) Resolution **-05-20 Authorizing the Early Implementation of the Assistant Buyer Position in the Finance Department (encl. pp. 6-8)
b) Resolution **-50/20 Authorizing the Early Transition of the Property Lister Position from the Register of Deeds Office to the Treasurer’s Office (encl. pp. 9-11)
c) Resolution **-05/20 Authorizing the Addition of a Driver Position at Health and Human Services (encl. pp. 12-14)
d) Resolution **-05/20 Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position, the Reclassification of a CNA Position to a Nurse Manager Position and the Elimination of a CNA Position at the Lakeland Health Care Center (encl. pp. 15-19)
e) Resolution **-05/20 Authorizing the Reclassification of an Administrative Clerk III Position to an Accounting Clerk Position at Health and Human Services (encl. pp. 20-23)
f) Discussion of State, Federal, or other consideration for COVID-related hazard or premium pay (encl. pp. 24-27)

Reports/announcements by Chairperson

Set/confirm next meeting date and time

a) Human Resources - Wednesday, May 20, 2020 at 3:30 p.m.

Adjournment of the Human Resources Committee

Submitted by: Kate Bishop, Human Resources Director

Posted: April 23, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator

From: Kate Bishop, Human Resources Director

Date: April 24, 2020

RE: April 29, 2020 Human Resources Committee Meeting

Special Order of Business:

a.) **Election of Committee Chair.** Since this is our first meeting of the new term, we will need to elect a committee chair. I will call the meeting to order and roll call will be conducted. I will call for nomination for the chair. Nominations should be made by motion and second. After nominations are made, I will call for additional nominations two more times. If none, nominations are closed on a motion and second by members and a vote by the committee. Nominees have the opportunity to make a short speech before the vote is taken. After receiving the majority of the votes, the new chair will conduct the remainder of the meeting. Please note, if there is a tie vote and no Supervisor voluntarily removes himself or herself from consideration, votes are taken until one Supervisor receives the majority.

b.) **Election of Committee Vice-Chair.** Election of the committee vice-chair will be conducted in the same manner as election of the chairperson, with the chairperson calling for nominations and moving the process forward.

c.) **Role of Human Resources Committee.** Enclosed in your packet are sections 2-136 and 2-144 of the Walworth County Code relating to this topic.

New Business:

a.) **Resolution Authorizing the Early Implementation of the Assistant Buyer Position in the Finance Department.** Due to various staffing changes and movements in the Purchasing Division, Jessica Conley, Finance Director, is requesting that the Assistant Buyer position be implemented early. As you can see from the draft resolution included in the packet, it is estimated that this early implementation will cost an additional $1,822 in 2020. A memorandum from Jessica Conley further explaining these details is enclosed and she will be present at the meeting for further discussion.
b.) **Resolution Authorizing the Early Transition of the Property Lister position from the Register of Deeds Office to the Treasurer’s Office.** As you may recall, as part of the 2020 budget process, the Property Lister position currently housed in the Register of Deeds Office was approved to transition to the Treasurer’s Office as of July 1, 2020. A request to transition the position early has been made by Valerie Etzel, County Treasurer. This move is supported by the Register of Deeds, Carrie Virrueta. A memorandum from Valerie Etzel along with a draft resolution are enclosed.

c.) **Resolution Authorizing the Addition of a Driver Position at Health and Human Services.** In your packet, you will find a memorandum from Elizabeth Aldred, Director of Health and Human Services/Superintendent of County Institutions, describing the reason for the request for an additional driver at Health and Human Services. As you can see from the enclosed draft resolution, there is an estimated cost of $8,410 for this year and an annual cost of $13,750. Elizabeth Aldred will be present for the meeting for further discussion on this request.

d.) **Resolution Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position, the Reclassification of a CNA Position to a Nurse Manager Position and the Elimination of a CNA Position at the Lakeland Health Care Center.** As Lakeland Health Care Center management continues to evaluate the needs of the facility as a result of the transition from a 120-bed facility to a 90-bed facility, it has been determined that a staffing change needs to occur. A detailed memorandum from Elizabeth Aldred, Director of Health and Human Services/Superintendent of County Institutions, is enclosed in your packet along with a draft resolution. Please note that these changes result in a net savings of $8,455 in 2020 and an annual cost of $6,483.

e.) **Resolution Authorizing the Reclassification of an Administrative Clerk III position to an Accounting Clerk Position at Health and Human Services.** A request for this change is being brought forward by Elizabeth Aldred, Director of Health and Human Services/Superintendent of County Institutions, due to staffing changes, responsibility changes, and community needs. A memorandum is enclosed as well as a draft resolution. Please note the 2020 fiscal impact of this change would result in a cost of $665 and an annual cost of $2,541.

f.) **Discussion of State, Federal, or other considerations for COVID-related hazard or premium pay.** A topic of discussion that is circulating at various levels of government and in various industries is COVID-related hazard or premium pay. Elizabeth Aldred, Director of Health and Human Services/Superintendent of County Institutions, has provided a memorandum on the topic, a copy of which is enclosed in your packet.
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: Supervisor William Norem; Supervisor Charlene Staples
County staff: County Administrator Mark Luberda; Human Resources (HR) Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of County Institutions Elizabeth Aldred; HR Generalist Tammy Werblow; Benefits Specialist Becky Kligora

On motion by Supervisor Rick Stacey, second by Supervisor Susan Pruessing, the agenda was approved with no withdrawals.

On motion by Supervisor Pruessing, second by Supervisor Stacey, the February 19, 2020 Human Resources Committee meeting minutes were approved.

Public comment – There was none.

Unfinished Business
- Update on research of fully-insured health plans
  HR Director Kate Bishop discussed the information included in the meeting packet and noted the representatives from M3 did not come to the meeting due to the current health situation. Benefits Specialist Lisa Henke presented the report in the meeting packet and provided an overview of the proposals listed in the attachment for each carrier that was included in the research. Discussion ensued. Supervisor Stacey made a motion, second by Vice Chair Monroe, to continue with a self-funded plan. Motion carried 4-0.

New Business
- Review of Annual Reports of Call-outs Pursuant to Section 15-634(i) of the Code-Public Works and Sheriff’s Office
  Bishop directed the Committee’s attention to the reports included in the meeting packet.

- Ordinance **-04/20 Amending Sections 15-4 and 15-6 of the Walworth County Code of Ordinances Relating to Definitions and Employment Contracts
  Supervisor Stacey made a motion, second by Vice Chair Monroe, to recommend approval of the ordinance amending sections 15-4 and 15-6 of the Walworth County Code of Ordinances Relating to Definitions and Employment Contracts. Motion carried 4-0.

- Resolution **-04/20 Authorizing the Restatement of the Walworth County 457 Deferred Compensation Plan
  Bishop said it has been recommended Walworth County restate their 457 plan. The changes will create a hierarchy of beneficiaries, as well as converting the plan to a trust from variable annuity.
Vice Chair Monroe made a motion, second by Supervisor Stacey, to recommend approval of the resolution authorizing the restatement of the Walworth County 457 Deferred Compensation Plan. Motion carried 4-0.

- Ordinance **-04/20 Amending Section 15-555 of the Walworth County Code of Ordinances Relating to Tax Sheltered Annuities

Supervisor Stacey made a motion, second by Supervisor Pruessing, to recommend approval of the ordinance amending section 15-555 of the Walworth County Code of Ordinances relating to tax sheltered annuities. Motion carried 4-0.

- Discussion on policy changes to allow Human Resources flexibility in relation to COVID-19 and a potential declaration of a state of emergency.

County Administrator Mark Luberda discussed the COVID-19 Response Plan distributed at the meeting and noted there will be a special County Board meeting tomorrow related to this. The Wisconsin Counties Association (WCA) recommends that each County create their own Response Plans. He said he has been working with the department heads this week, including using the telephone system. Luberda said this plan is important because it deals with Chapter 15 of the Code of Ordinances. His intent is to roll the components of the document into a resolution that will be approved by the County Board at the meeting tomorrow and noted it is written to allow for flexibility. He noted department heads will be important in the implementation of any changes, as they know their departments best, but he will remain in contact with them to ensure there is understanding of the details. He emphasized that he wrote the plan with a view to be as realistic and fair as possible. He covered the following topics in the Response Plan:
  - Modifying work schedules;
  - Remote working/telecommuting;
  - Special considerations related to Lakeland School;
  - Reassignments;
  - Temporary changes to access leave benefits;
  - Medical health care plan.

Luberda expressed his gratitude to the IT department for working on enhancing telecommunication options. Supervisor Charlene Staples asked if the current insurance package covers virtual medical visits and Henke said Aurora offers a virtual telehealth option, although our current plan does not include that. Supervisor Stacey expressed concern over a lack of sanitizing dispensers in the buildings and keeping the first responders with the Sheriff’s Office safe and healthy. Discussion ensued. **Supervisor Stacey made a motion, second by Vice Chair Monroe, to approve the Response Plan as presented. Motion carried 4-0.**

**Report**

- Walworth County Employee Health Clinic Annual Report

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

**Confirmation of next meeting:** The next meeting was confirmed for Wednesday, April 29, 2020 at 3:30 p.m.

**Adjournment**

On motion by Vice Chair Monroe, second by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:42 p.m.
Sec. 2-136. - Human Resources Committee.

(a) *Purpose.* In addition to any other duty specified in this Code, the Human Resources Committee shall have the following duties:

(1) Recommend to the County Board parameters for collective bargaining.

(2) Advise the County Board with respect to all resolutions and ordinances concerning human resources and labor relations issues, including all matters related to wages, hours and conditions of employment of all employees and officials of the County including, but not limited to, health insurance, dental insurance, life insurance, long or short-term disability insurance, workers' compensation insurance, vacations, sick leave, holidays, severance pay, pension programs, and eligibility conditions.

(3) Carry out all duties required of the Human Resources Committee under terms of the County personnel code or collective bargaining agreements.

(4) Serve as the grievance committee under Wis. Stats. § 59.26.

(Ord. No. 222-02/02, pt. 1, 2-12-02; Ord. No. 261-03/04, pt. VIII, 3-9-04)
Sec. 2-144. Committee procedures.

(a) Unless specific needs of a Committee dictate a different format, the format of the agenda to be followed by Standing Committees of the County Board shall be as follows:

(1) Call to order;
(2) Roll call;
(3) Withdrawal from agenda;
(4) Approval of agenda;
(5) Approval of minutes of last meeting(s);
(6) Public comment period;
(7) Unfinished business;
(8) New business;
(9) Report(s);
(10) Set future meeting date and time;
(11) Adjournment.

(b) Hearing time limits at County Zoning Agency meetings. Pursuant to Wis. Stats. §§ 59.69(5), (5e) and (6), the Walworth County Zoning Agency may adopt rules as necessary to afford the requirements of due process to all applicants and interested citizens.

(1) The Walworth County Zoning Agency hereby establishes the follow time limits:
   a. Fifteen-minute presentation by the applicant and/or the applicant's representatives. The applicant may divide this time amongst their attorney, engineer, architect or other individuals.
   b. Three minutes for those citizens "in support" of the petition.
   c. Fifteen-minute presentation by the designated representative "opposed" to the petition. (The designated representative for the opposition may divide this time amongst their attorney, engineer, architect or other individuals.)
   d. Three minutes for those citizens "opposed" to the petition.
   e. Ten minutes for applicant rebuttal. This is limited to one person from the applicant's group.

(2) The Walworth County Zoning Agency may limit repetitive testimony and may extend time limits as deemed necessary.

(3) Questioning from the Walworth County Zoning Agency may pause the time limit.

(4) Speakers may not yield, donate or transfer their time to other speakers.

(c) Meetings of the Standing Committees shall normally be held at 100 W. Walworth St., Elkhorn, unless anticipated public attendance dictates use of a different facility.

(d) Committee minutes are to be transcribed as soon as practical, and forwarded to the County Clerk to be in the County Board information packet. Committee meeting minutes not approved by the Committee shall be designated as a draft copy.

(e) Meetings. To provide predictability to the public, media and Supervisors wishing to attend Standing Committee meetings and to ensure adequate staff support of Committee meetings, the following rules shall apply:

(1) Except as provided in subsections (2) and (3), meetings of the Standing Committees shall be held in accordance with the following schedule:
a. Executive Committee: 10:00 a.m. on Monday the week following the regularly scheduled monthly County Board meeting;

b. Agriculture and Extension Education Committee: 1:00 p.m. on Monday the week following the regularly scheduled monthly County Board meeting (normally alternating months with the Park Committee);

c. Park Committee: 1:00 p.m. on Monday the week following the regularly scheduled monthly County Board meeting (normally alternating months with the Agriculture and Extension Education Committee);

d. Land Conservation Committee: 2:00 p.m. on Monday the week following the regularly scheduled monthly County Board meeting;

e. Public Works Committee: 3:30 p.m. on Monday the week following the regularly scheduled monthly County Board meeting;

f. Lakeland Health Care Center Board of Trustees: 1:00 p.m. on Wednesday the week following the regularly scheduled monthly County Board meeting;

g. Health and Human Service Board: 2:00 p.m. on Wednesday the week following the regularly scheduled monthly County Board meeting;

h. Human Resources Committee: 3:30 p.m. on Wednesday the week following the regularly scheduled monthly County Board meeting;

i. Children with Disabilities Education Board: 4:30 p.m. on Wednesday the week following the regularly scheduled monthly County Board meeting;

j. Finance Committee: 9:30 a.m. on Thursday the week following the regularly scheduled monthly County Board meeting;

k. County Zoning Agency:
   1. Public hearings: 5:30 p.m. on the third Thursday of each month;
   2. Plat review, staff reports and old business: no earlier than 3:00 p.m. on the third Thursday of each month.

(2) In the event business needs necessitate additional Committee meetings, said meetings shall be scheduled for Monday of the week preceding the regular monthly County Board or on the date of the County Board meeting.

(3) Upon a finding of an emergency, a Committee Chair may schedule a meeting at a different date or time after notifying the County Board Chairperson.

(4) Committees are encouraged to meet only when there is business to transact. Nothing herein shall require any Standing Committee to meet on a monthly basis.

(5) Committee meetings should normally be limited to the lesser of two hours or the time allotted before the next scheduled meeting. The Committee Chair and County Administrator shall use their best efforts to ensure meetings comply with this subsection. If necessary, a meeting may be scheduled or continued at a time set forth in (2).

Memorandum

TO: Walworth County Human Resources Committee

FROM: Jessica Conley, Finance Director

DATE: April 14, 2020

SUBJECT: Assistant Buyer Position

I am requesting the Assistant Buyer position added in the 2020 budget with an original effective date of July 1st be allowed to start as early as May 18th. The Purchasing division has continued to have a vacancy since the beginning of the year due to an FMLA leave, followed by a recent termination and subsequent promotion. I believe that the new Assistant Buyer position has some internal interest, giving current staff some relief in day-to-day responsibilities and accelerating the process to train staff. The position is expected to start at a lower wage than budgeted, providing most of the funding. The additional funds needed of $1,822 can be absorbed by the current Buyer position vacancy. We continue to solicit for the Buyer position vacated due to a promotion on April 6th.

Thank you for your consideration in allowing the Assistant Buyer position an earlier start date than originally intended.

JC/kw

c: Mark W. Luberda, County Administrator
   Kate Bishop, Human Resources Director
Resolution No. xx - 05/20
Authorizing the Early Implementation of the Assistant Buyer Position in the Finance Department

Moved/Sponsored by: Human Resources Committee

WHEREAS, the 2020 Budget included the creation of an Assistant Buyer position in the Finance Department effective as of July 1, 2020; and,

WHEREAS, the Finance Department seeks early implementation of the Assistant Buyer position; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the early implementation of the 1.00 FTE Assistant Buyer position and hereby recommends the early implementation.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the early implementation of the 1.00 FTE Assistant Buyer position be and the same is hereby approved effective as of May 18, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 1.00 FTE Assistant Buyer position in the Finance Department and 20.50 Total Finance FTEs with the Grand Total County FTEs being adjusted accordingly for the 1.00 FTE increase.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: May 12, 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-05/20

I. **Title:** Authorizing the Early Implementation of the Assistant Buyer Position in the Finance Department

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the early implementation of the Assistant Buyer position in the Finance Department.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $1,822 in 2020.

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

   Committee: Human Resources  
   Meeting Date: April 29, 2020

   Vote:

   County Board Meeting Date: May 12, 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
From:     Valerie Etzel, County Treasurer
Date:     April 7, 2020
Re:       Real Property Lister Relocation

The 2020 budget process approved the transfer of the Property Lister position from the Register of Deeds office to the Treasurer’s office effective July 1, 2020.

Considering the early retirement of the Register of Deeds, I am requesting that the effective date for the Property Lister to be moved to my office be changed to May 18, 2020. Moving the date up will provide additional training time for the Property Lister, prior to our demanding tax collection season in July. For budget purposes the fiscal impact to either department is zero.

Thank you for your consideration of my request. I will be present at the Human Resources Committee meeting on April 29, 2020 to discuss this further.
Resolution No. xx - 05/20
Authorizing the Early Transition of the Property Lister Position from the Register of Deeds Office to the Treasurer’s Office

Moved/Sponsored by: Human Resources Committee

WHEREAS, the 1.00 FTE Property Lister position is currently in the Register of Deeds Office; and,

WHEREAS, as indicated in the 2020 budget, the 1.00 FTE Property Lister position is scheduled to be transferred to the Treasurer’s Office as of July 1, 2020; and,

WHEREAS, the Register of Deeds and Treasurer’s Offices seek to make the transition as of May 18, 2020 rather than July 1, 2020; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the early transition of the 1.00 FTE Property Lister position to the Treasurer’s Office and hereby recommends the early transition.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the early transition of the 1.00 FTE Property Lister position from the Register of Deeds Office to the Treasurer’s Office be and the same is hereby approved effective as of May 18, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 1.00 FTE Property Lister position in the Treasurer’s Office, 7.05 Total Treasurer FTEs and 5.50 Total Register of Deeds FTEs.

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

County Board Meeting Date: May 12, 2020

Action Required: Majority Vote _X_ Two-thirds Vote _____ Other ______

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

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

____________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing the Early Transition of the Property Lister Position from the Register of Deeds Office to the Treasurer’s Office

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the early transition of the Property Lister position from the Register of Deeds Office to the Treasurer’s Office.

III. **Budget and Fiscal Impact:** Passage of this resolution will not result in an additional fiscal impact.

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

   Committee: Human Resources  
   Meeting Date: April 29, 2020

   Vote:

   County Board Meeting Date: May 12, 2020

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

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<td>Michael P. Cotter</td>
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<td>Corporation Counsel</td>
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<td>Finance Director</td>
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<td>Mark W. Luberda</td>
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Memorandum

Date: April 17, 2020
To: Health and Human Services Board
    Human Resources Committee
From: Elizabeth Aldred, Health and Human Services Director
Re: Creation of Part-time Driver Position for the Senior Nutrition Program

Walworth County Department of Health and Human Services respectfully requests authorization to create an additional .375 part-time Driver position to support the Senior Nutrition Program.

Lakeland Health Care Center will begin producing meals for the home-delivered and congregate meal programs on May 4, 2020. Combined, these programs provide thousands of meals each year to vulnerable seniors in Walworth County.

A vital piece of the program is the delivery of meals from the Lakeland Health Care Center kitchen to the congregate meal sites and home delivered meal pick-up locations. In January we received approval for two part-time Driver positions, however after further review we have determined that we will need to add additional time to each route to assure that the LHCC kitchen is able to distribute the approximately 200 meals on time and hot each day.

The increase in time is a result of the LHCC kitchen’s ability to produce and distribute food with limited food breakdown. The daily drive time will increase from two hour a day to four hours per day. In order to meet the needs of the program each driver will be expected to work 30 hours a pay period. An additional Driver position is needed to fully support the program.

The proposed position will cost $13,750 annually. There is available budget within the Long Term Care 100% time reporting revenue due to an additional service being added to the time reporting allocation in 2020. This revenue was previously unbudgeted and can support this additional position.
Resolution No. xx - 05/20
Authorizing the Addition of a Driver Position at Health and Human Services

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 0.85 FTE Driver positions in the Health & Human Services Department; and,

WHEREAS, the Health & Human Services Department seeks to create an additional part-time 0.375 FTE Driver position to support the Senior Nutrition Program; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the creation of an additional part-time 0.375 FTE Driver positions be and the same is hereby approved effective as of May 24, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 1.225 FTE Driver positions in the Health & Human Services Department, with departmental and grand totals being adjusted accordingly for the 0.375 FTE increase.

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

County Board Meeting Date: May 12, 2020

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

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

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

____________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Authorizing the Addition of a Driver Position at Health and Human Services

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

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $8,410 in 2020 and $13,750 annually.

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

   - **Committee:** HHS Board  
     **Date:** April 29, 2020
   - **Committee:** Human Resources  
     **Date:** April 29, 2020
   - **County Board Meeting Date:** May 12, 2020

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

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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: April 16, 2020

RE: Resolution Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position and the Creation of an Additional Nurse Manager Position at the Lakeland Health Care Center

Lakeland Health Care Center continues to move forward with its reorganization of personnel, based on the downsizing plan that has taken us to a 90 bed facility. In December 2019 we came to the Trustees with a proposal to reduce our staffing, immediately and over time as positions became available. At the time of our earlier request to downsize our staffing levels we informed the board that we were over staffed in Certified Nursing Assistants (CNAs) and Licensed Practical Nurses (LPNs) on certain shifts. At the time the decision was made to not eliminate any current employees since there were a variety of vacant positions on other shifts and in other roles. The funding for those positions remained in the budget as we did not know when the positions would become vacant by attrition.

We have now received one resignation and one retirement of C.N.A. employees that can now be eliminated. By eliminating these positions we will be able to redirect resources to where they are needed.

In November 2019 we eliminated the second of two nurse manager positions. Both positions were vacant at the time and with the uncertainty of the upcoming downsize to 90 beds this was considered the best course of action. In late December we hired an assistant nurse manager who then reported directly to the Director of Nursing. At the time of the nurse manager elimination we were asked by the Trustees to reevaluate the elimination since it was felt that more supervision would be necessary for the nursing staff. We have taken the past few months to do this evaluation. Based on our current experience with the 90 bed facility needs and the needs of the staff and residents we are requesting that we upgrade our current Assistant Nurse Manager to a Nurse Manager and create a second Nurse Manager position. One nurse manager would be assigned direct oversight of the long term care/dementia units and the second nurse manager...
would be assigned the short term rehab unit. The split in assignments will allow
the nurse managers to provide additional oversight on first and second shift to our
RN, LPN and C.N.A. staff as well as provide specialized training for their
assigned area of care. As we transition to a short term rehabilitation model we
have seen significantly higher numbers of intakes and discharges on our rehab
unit. These requires additional nursing leadership to make sure that resident
treatments are implemented accurately, promptly and with efficiency so that they
can transition home effectively.

We will be asking our Assistant Director of Nursing to take on the role of our
infection prevention specialist, wound nurse and training nurse in addition to
being responsible for the nursing department in the absence of the Director of
Nursing. We have seen a significant increase in the need to address infection
prevention protocols during the COVID-19 pandemic. This is not expected to
change in the future. Additionally, over 50% of our staff within the department
are new to us since 2018. This means that we have a heightened need for training
on basic clinical protocols as well as on facility policies. Our direct care staff
have been asking for additional training and support in these areas especially
since we have changed our electronic health record and increased our need for
skilled nursing by expanding our short term rehab services.

This plan seeks to eliminate one currently vacant C.N.A position, upgrade one
C.N.A. position to a nurse manager as of June 29, 2020, and to upgrade the current
assistant nurse manager to a nurse manager. Furthermore, we would seek
permission to begin recruitment immediately for the additional nurse manager
position as it is difficult to hire quality staff during this pandemic.

Funding for these changes will be found in the savings from the eliminated
C.N.A. positions and the cost savings from the vacant Director of Nursing
position. These changes would result in a cost savings of $8,455 in 2020 and an
annualized cost of $6,483.
Resolution No. xx - 05/20

Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position, the Reclassification of a CNA Position to a Nurse Manager Position and the Elimination of a CNA Position at the Lakeland Health Care Center

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently 1.00 FTE Assistant Nurse Manager position and 46.20 FTE Certified Nursing Assistant positions at the Lakeland Health Care Center (“LHCC”); and,

WHEREAS, LHCC Administration seeks to reclassify the 1.00 FTE Assistant Nurse Manager position to a 1.00 FTE Nurse Manager position, reclassify a 1.00 FTE Certified Nursing Assistant position to a 1.00 FTE Nurse Manager position and eliminate a vacant 1.00 FTE Certified Nursing Assistant 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 reclassification of the 1.00 FTE Assistant Nurse Manager position to a 1.00 FTE Nurse Manager position, the reclassification of a 1.00 FTE Certified Nursing Assistant position to a 1.00 FTE Nurse Manager position and the elimination of a vacant 1.00 FTE Certified Nursing Assistant position at the Lakeland Health Care Center and hereby recommends the reclassifications and elimination.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of the 1.00 FTE Assistant Nurse Manager position to a 1.00 FTE Nurse Manager position, the reclassification of a 1.00 FTE Certified Nursing Assistant position to a 1.00 FTE Nurse Manager position and the elimination of a vacant 1.00 FTE Certified Nursing Assistant position at the Lakeland Health Care Center be and the same are hereby approved.

BE IT FURTHER RESOLVED that the reclassification of the 1.00 FTE Assistant Nurse Manager position to a 1.00 FTE Nurse Manager position shall be effective as of May 18, 2020, the reclassification of a 1.00 FTE Certified Nursing Assistant position to a 1.00 FTE Nurse Manager position shall be effective as of June 29, 2020 and the elimination of the vacant 1.00 FTE Certified Nursing Assistant position shall be effective as of June 2, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to eliminate the 1.00 FTE Assistant Nurse Manager position and reflect the new FTE count of 1.00 FTE Nurse Manager position as of May 18, 2020; 45.20 FTE Certified Nursing Assistant positions as of June 2, 2020; and 44.20 FTE Certified Nursing Assistant positions and 2.00 FTE Nurse Manager positions as of June 29, 2020, with the Lakeland Health Care Center departmental total and County grand totals being adjusted accordingly for the overall 1.00 FTE decrease with the effective dates as indicated above.
Nancy Russell  
County Board Chair  

Kimberly S. Bushey  
County Clerk

County Board Meeting Date: May 12, 2020

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

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

____________________________  
Michael P. Cotter  
Corporation Counsel  
Date  

____________________________  
Jessica Conley  
Finance Director  
Date

____________________________  
Mark W. Luberda  
County Administrator  
Date

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note  
Resolution No. xx-05/20

I. **Title:** Authorizing the Reclassification of the Assistant Nurse Manager Position to a Nurse Manager Position, the Reclassification of a CNA Position to a Nurse Manager Position and the Elimination of a CNA Position at the Lakeland Health Care Center

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to reclassify a 1.00 FTE Assistant Nurse Manager position to a 1.00 FTE Nurse Manager position, reclassify a 1.00 FTE CNA position to a 1.00 FTE Nurse Manager Position and to eliminate a 1.00 FTE CNA Position at the Lakeland Health Care Center.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a savings of $8,455 in 2020 and a cost of $6,483 annually.

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

   Committee: Human Resources            Date: April 29, 2020

   Vote:

   Committee: LHCC                        Date: April 29, 2020

   Vote:

   County Board Meeting Date: May 12, 2020

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

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

Date                                      Date

____________________________________  
Mark W. Luberda                          
County Administrator

Date
To: Health and Human Service Board  
Human Resources Committee

CC: Mark W. Luberda, County Administrator

From: Elizabeth Aldred, Director DHHS

Date: April 15, 2020

RE: Upgrade of an Administrative Clerk III to an Accounting Clerk

At this time I am seeking permission to reclassify an Administrative Clerk III position to an Accounting Clerk position within my Health and Human Services Department.

The department’s recent move to a new facility, the addition of a new deputy director, and the shift of the director’s role to be the superintendent of the nursing home has created a need for more administrative support. Additionally we have increased our outreach and communication to the community through our website, Facebook and marketing efforts. The current pandemic has shown the increased need for access and communication within our community. The department is also realigning some of the duties previously completed by the Fiscal Support Supervisor and the Manager of Administrative Services as a result of the increase support and billing needs of Health and Human Service and LHCC.

On March 14, 2020 an administrative assistant retired within the department. As a result of that retirement we have had the opportunity realign duties to improve our work flow. By reclassifying the administrative clerk III (protective payee position) to an Account Clerk we will be able to shift some of the financial duties previously assigned to the above named individuals. I believe this will enable us to meet our growing needs in a more effective and efficient manner.
The cost for this upgrade will be $665 for 2020 with an annualized cost of $2,541. The department would utilize the funds available from the vacant administrative assistant position to fund the position this year.
Resolution No. xx - 05/20
Authorizing the Reclassification of an Administrative Clerk III position to an Accounting Clerk Position at Health and Human Services

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 12.00 FTE Administrative Clerk III positions and 3.00 FTE Accounting Clerk positions in the Health & Human Services Department; and,

WHEREAS, the Health and Human Services Department seeks to reclassify a 1.00 FTE Administrative Clerk III position to a 1.00 FTE Accounting Clerk position to better serve the needs of the department and the county; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Administrative Clerk III position to a 1.00 FTE Accounting Clerk position be and the same is hereby approved effective as of May 24, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 11.00 FTE Administrative Clerk III positions and 4.00 FTE Accounting Clerk positions in the Health & Human Services Department.

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

County Board Meeting Date: May 12, 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-05/20  

I. **Title:** Authorizing the Reclassification of an Administrative Clerk III position to an Accounting Clerk Position at Health and Human Services

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the reclassification of an Administrative Clerk III position to an Accounting Clerk position in the Health & Human Services Department.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost of $665 in 2020 and $2,541 annually.

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

   Committee: HHS Board  
   Date: April 29, 2020  
   Vote:  

   Committee: Human Resources  
   Date: April 29, 2020  
   Vote:  

   County Board Meeting Date: May 12, 2020

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

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<table>
<thead>
<tr>
<th>Michael P. Cotter</th>
<th>Date</th>
<th>Jessica Conley</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporation Counsel</td>
<td></td>
<td>Finance Director</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Mark W. Luberda</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator</td>
<td></td>
</tr>
</tbody>
</table>
Memorandum

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

Cc: Mark W. Luberda, County Administrator

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

Date: April 17, 2020

RE: Addition of a Special Pay Premium for Direct, On-Going COVID
    Resident Treatment at LHCC

Lakeland Health Care Center is requesting the addition of a special pay code for
individuals who are asked to work with a COVID positive person in the event that
someone at Lakeland Health Care Center becomes infected.

Over the course of the current pandemic we have had to plan for a potential
exposure due to a sick resident or staff. In the case of a resident who tests
positive for the Coronavirus we have developed an infection control plan that
takes into account infection control policies such as Personal Protective
Equipment (PPE), isolations rooms and an isolation area with a negative pressure
environment in our vacant wing. Our staff have all been training on droplet
precautions and infection control practices. All staff within the facility are
wearing masks at all times and are wearing other PPE when working with a new
resident or a resident that has respiratory symptoms, a fever or has been outside of
the facility for a medical appointment.

Even with these extensive precautions in place it is possible that we may have a
person or persons who may become ill and test positive for the COVID-19. If that
were to occur we would place the resident in one of our negative pressure rooms.
If three or more individuals were to become sick we would open our C-wing as an
isolation wing. Standard treatment precautions for this illness are to assign
specific staff to work in this environment. Staff who worked on this wing would
not be allowed to work with other residents to reduce the risk of spread.

We would be required to maintain appropriate staffing levels when working with
any of our residents. One C.N.A can be assigned up to seven residents at a time.
One RN/LPN would also need to be assigned to make sure that skilled nursing
services are available while the individual is sick.
We are in the process of asking for volunteers for an infection control team. Volunteers for the infection control team would be called upon to work with COVID positive resident(s). They would be asked to work up to 12 hr. shifts so that we could limit the number of staff that came into direct contact with a symptomatic resident. They would be given PPE to protect them from exposure to the illness and would be expected to provide all necessary services including bathing, feeding and toileting as necessary. Food would be supplied from the kitchen and passed to the staff person to reduce exposure of other staff within the facility.

At this time we are seeking your approval for a special pay premium for staff who are assigned to work with a COVID-19 positive resident.

<table>
<thead>
<tr>
<th>Type of Premium</th>
<th>How Much</th>
<th>Who</th>
<th>Special notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infection control team</td>
<td>$1.50/hr</td>
<td>RN Unit Supervisor, LPN Unit Supervisor, Certified Nursing Assistant, Certified Medical Assistant, Recreation Therapy Lead, Other Licensed RN/LPN staff</td>
<td>Received when assigned to work with a COVID positive resident in an isolation area.</td>
</tr>
</tbody>
</table>

Our research has shown that hospitals and nursing homes in the SE region of the state are providing premium pay to staff who are assigned to work with individual who are positive for the illness.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Incentive pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Froedtter Hospital</td>
<td>$15/hr for RNs</td>
</tr>
<tr>
<td>Aurora Health Care</td>
<td>$10/hr for working in hospital and $10/hr additional for working with a COVID positive patient</td>
</tr>
<tr>
<td>Private Nursing home #1, #2</td>
<td>$5/hr</td>
</tr>
<tr>
<td>Private Nursing home #3</td>
<td>Time and a half</td>
</tr>
<tr>
<td>Private Nursing home #4</td>
<td>$1-2/hr</td>
</tr>
<tr>
<td>Private Nursing home #5</td>
<td>$1-2/hr when there is a positive for all staff</td>
</tr>
<tr>
<td>Private Nursing home #6</td>
<td>$1/hr for exempt RNs, $0.75 for LPN, $0.50 for all other staff. This facility is providing increase payment prior to a COVID positive case and is evaluating additional pay when working with a resident who is positive.</td>
</tr>
</tbody>
</table>
Sheboygan County Nursing Home

Proposal to their county board will discuss $5, $10, or $20/hr options

La Crosse County Nursing Home $1/ hr
Ozaukee County Nursing Home $20/ hr
Kenosha County Nursing Home 5% increase
Green County Nursing Home $10/hr of nurses

As a manner of context the following are the base wage ranges for the provided positions.

<table>
<thead>
<tr>
<th>Title</th>
<th>Beginning of Pay Range*</th>
<th>End of Pay Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>C.N.A.</td>
<td>14.58</td>
<td>19.75</td>
</tr>
<tr>
<td>CMA</td>
<td>15.59</td>
<td>21.07</td>
</tr>
<tr>
<td>LPN Unit Supervisor</td>
<td>23.36</td>
<td>30.47</td>
</tr>
<tr>
<td>RN Unit Supervisor</td>
<td>30.98</td>
<td>40.36</td>
</tr>
<tr>
<td>Recreation Therapy Leader</td>
<td>15.59</td>
<td>21.07</td>
</tr>
</tbody>
</table>

*These above noted pay ranges do not include special pay premiums for shift differential, weekend, or holiday pay.

Developing a cost analysis for this special pay premium would be based on the following factors:

The expected course of the illness would be 14-21 days.

<table>
<thead>
<tr>
<th># of residents testing positive</th>
<th>Number of staff working at any point in time</th>
<th>Total cost for the premium pay At $1/hr.</th>
<th>Total Cost of the premium pay at $1.50/ hr.</th>
<th>Total cost for the premium pay At $5/hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-7 residents</td>
<td>2 staff</td>
<td>$1008</td>
<td>$1260</td>
<td>$5,040</td>
</tr>
<tr>
<td>8-15 residents</td>
<td>3 staff</td>
<td>$1512</td>
<td>$1764</td>
<td>$7,560</td>
</tr>
<tr>
<td>16-23 residents</td>
<td>4 staff</td>
<td>$2016</td>
<td>$2268</td>
<td>$10,080</td>
</tr>
<tr>
<td>24-30 residents</td>
<td>5 staff</td>
<td>$2520</td>
<td>$2772</td>
<td>$12,600</td>
</tr>
</tbody>
</table>

Special pay premiums would end when there are no remaining residents in the facility that are COVID positive and remain symptomatic. Once COVID positive residents are transferred to a hospital setting, or for any reason no longer at
LHCC, or are cleared by their treating physician they will no long require staff who are receiving special premium pay.

Other staff within the facility who are working with A-symptomatic and COVID negative residents will not be eligible for premium pay. Staff who are not considered essential to be on the COVID isolation unit or rooms will not be eligible for a premium pay.

In the grid above we have identified the RN, LPN, CMA, C.N.A and recreations therapy leaders as individuals who can receive premium pay. All recreations therapy leaders are C.N.A certified and therefore could function in the role of a C.N.A. Staff that are given a secondary classification of a C.N.A will also qualify. Staff that work in the business office or as part of the leadership team who are licensed or certified in one of these categories may also qualify for the premium pay under these circumstances, even if the certification is due to a temporary waiver of certain requirements.

Staff working on second and third shift as well as those working on holidays and weekends would remain eligible for their premium pays for those categories. Shift differential, holiday and weekend pay allocations would have no impact on the facility as those funds are already budgeted for. It is unsure if funding for these premium payments will be reimbursable under specialty payments related to the state of emergency. The State of Wisconsin decided this week to not authorize hazard payments at this time for essential workers.

Based on the above noted information, it is my recommendation that we add a special pay premium of a minimum of $1.50 per hour to all staff who are assigned to work on with residents who meet the above started criteria.
Memorandum

To: Human Resources Committee

C: Mark W. Luberda, County Administrator
   Kate Bishop, Human Resources Director
   Undersheriff Dave Gerber

From: Sheriff Kurt Picknell

Date: April 27, 2020

Re: Consideration for COVID – related Hazard or Premium Pay discussion agenda item for the April 29, 2020 Human Resources Committee Meeting

With regard to your agenda item noted above be assured that we have made ongoing substantial operational changes aligned with best practices for public safety agencies. With that, I am requesting that you preserve the opportunity for me to address this topic if needed formally in the future due to the unique unforeseen nature of this pandemic.

/wjw