1. May 20, 2020 Human Resources Committee Agenda
   Documents:
   
   MAY 20, 2020 HR AGENDA.PDF

2. May 20, 2020 Human Resources Committee Packet
   Documents:
   
   MAY 20, 2020 HR PACKET.PDF
County Board Human Resources Committee

MEETING NOTICE
Wednesday, May 20, 2020
3:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Susan Pruessing – Chair Rick Stacey – Vice-Chair
Supervisor Kathy Ingersoll Supervisor Ken Monroe Supervisor Ryan Simons

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/197081ee31714788b904443326665b3e1d

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) April 29, 2020 Human Resources Committee (encl. pp. 1-2)
6. Public comment period
7. New Business
   a) 2021 Health Benefit Design recommendations (encl. pp. 3-6)
b) Request to overfill an Administrative Clerk II position at the Sheriff’s Office per Section 15-18 of the Walworth Code of Ordinances (encl. p. 7)

c) Contract Award Recommendation for the Vision Contract for Walworth County Employees (encl. pp. 8-10)

d) Resolution **-06/20 Authorizing Certain FTE Reductions and Increases at Lakeland Health Care Center (encl. pp. 11-14)

e) Ordinance **-06/20 Confirming Special Authority for 2020 to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Approved within the Resolution for a Declaration of Emergency as Approved March 19, 2020 (encl. pp. 20)

f) Discussion regarding essential employees and essential operations

Reports/announcements by Chairperson

Set/confirm next meeting date and time

a) Human Resources - Wednesday, June 22, 2020 at 3:30 p.m.

Adjournment of the Human Resources Committee

Submitted by:  Susan Pruessing, Committee Chairperson of Human Resources

Kate Bishop, Human Resources Director

Posted: May 14, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: May 15, 2020
RE: May 20, 2020 Human Resources Committee Meeting

New Business:

a.) **2021 Health/Dental Benefit Design Recommendations.** We are presenting you with recommendations for the health plan design for 2021. As you are aware, providing quality and affordable health benefits to our employees is a top priority to Walworth County, as is being fiscally responsible. These recommendations are our goal for 2021. We are hoping that we do not need to come back with any further recommendations; however, as the county works to build the 2021 budget, we may need to come back with additional recommendations at a later date. Please see the enclosed memorandum from Lisa Henke, Walworth County’s Benefit Manager, with the analysis and details of the recommendations.

b.) **Request to overfill an Administrative Clerk II position at the Sheriff’s Office per Section 15-18 of the Walworth County Code of Ordinances.** The Undersheriff, Dave Gerber, is requesting the overfill of this position in the Jail Administration Office to ensure a smooth transition of duties. We are fortunate that the current employee in the position, who is on leave at this time, is willing to return for two weeks to train a new person in the position prior to leaving permanently. Due to various open positions within the organization, the Sheriff’s Office is able to support this overfill request financially. Please see the enclosed memorandum from Undersheriff Gerber. He will be present via phone to answer any questions you may have during the meeting.

c.) **Contract Award Recommendation for the Vision Contract for Walworth County Employees.** We are bringing to you the contract renewal for the vision benefit, which will be a four-year contract beginning January 1, 2021. This contract is utilized to provide the voluntary vision benefit to County employees that is fully funded by employees. M3 conducted a Request for Proposal. After reviewing the proposals, we are recommending an award to Delta Dental of Wisconsin. A detailed memorandum is enclosed in your packet outlining the vendors who submitted proposals and the reasons for our recommendation along
with the proposal recommendation. I look for your favorable approval in forwarding this contract to the Finance Committee.

d.) **Resolution Authorizing Certain FTE Reductions and Increases at the Lakeland Health Care Center.** 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, and 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 $182,748 in 2020 and an annual savings of $86,420. Ms. Aldred will be present to answer any specific questions you may have during the meeting.

e.) **Ordinance Confirming Special Authority for 2020 to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Approved within the Resolution for a Declaration of Emergency as Approved March 19, 2020.** Enclosed in your packet is a draft ordinance regarding the above topic. The area of focus, as it relates to the Human Resources Committee, is Part II. The purpose of this is to allow for continued response to the COVID-19 pandemic. County Administrator Mark Luberda will be present to discuss this matter in detail.

f.) **Discussion regarding essential employees and essential operations.** County Administrator Mark Luberda will be leading a discussion on essential employees and essential operations.
County Administrator Mark Luberda called the meeting to order at 3:51 p.m.

Roll call was conducted and the following members were present either in person or by remote attendance: Supervisors Ken Monroe, Kathy Ingersoll, Rick Stacey, Susan Pruessing, and Ryan Simons. A quorum was declared.

County staff present, either in person or by remote attendance:
County Administrator Mark Luberda; HR Director Kate Bishop; Corporation Counsel/Director of Land Use Resource Management (LURM) Michael Cotter; Treasurer Val Etzel; Undersheriff Dave Gerber; Finance Manager Jessica Conley

Special Order of Business
a) Nominations/Election of Chair of Human Resources Committee
Luberda accepted nominations for chair. Supervisor Rick Stacey made a motion, second by Supervisor Kathy Ingersoll, to nominate Supervisor Susan Pruessing for Chair. Luberda asked three times for other nominations. Supervisor Stacey made a motion, second by Supervisor Ingersoll, to close nominations and cast a unanimous ballot for Supervisor Pruessing as Chair. Motion carried 5-0. Chair Pruessing presided over the remainder of the meeting.

b) Nominations/Election of Vice Chair of Human Resources Committee
Supervisor Ingersoll made a motion, second by Supervisor Ken Monroe, to nominate Supervisor Stacey for Vice Chair. Chair Pruessing asked three times for other nominations. Supervisor Monroe made a motion, second by Supervisor Stacey, to close the nominations and cast a unanimous ballot for Supervisor Stacey as Vice Chair. Motion carried 5-0.

c) Role of the Human Resources Committee
HR Director Kate Bishop noted this is included in the meeting packet and provided an overview.

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

On motion by Supervisor Monroe, second by Vice Chair Stacey, the March 18, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business
- Resolution **-05/20 Authorizing the Early Implementation of the Assistant Buyer Position in the Finance Department
  Bishop noted the position was originally set to be implemented July 1st, but Finance Director Jessica Conley is requesting early implementation and authorization to begin early recruitment. Supervisor Monroe made a motion, second by Vice Chair Stacey, to approve the resolution authorizing the early implementation of the Assistant Buyer position in the Finance Department. Motion carried 5-0.
- Resolution **-05/20 Authorizing the Early Transition of the Property Lister Position from the Register of Deeds Office to the Treasurer’s Office
  Bishop noted Treasurer Val Etzel has requested this transition to occur earlier than originally planned, as per the included memo. Supervisor Monroe made a motion, second by Vice Chair Stacey, to approve the resolution...
authorizing the early transition of the Property Lister position from the Register of Deeds Office to the Treasurer’s Office. Motion carried 5-0.

- Resolution **-05/20 Authorizing the Addition of a Driver Position at Health and Human Services

  Bishop said this was discussed and approved at the Health and Human Services (HHS) Committee meeting earlier and is necessary to accommodate additional routes. **Supervisor Ingersoll made a motion, second by Supervisor Monroe, to approve the resolution authorizing the addition of a Driver position at Health and Human Services. Motion carried 5-0.**

- 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

  Bishop noted this was approved at the LHCC Board of Trustees meeting earlier and discussed the memo included in the meeting packet. **Supervisor Monroe made a motion, second by Supervisor Ingersoll, to approve the 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. Motion carried 5-0.**

- Resolution **-05/20 Authorizing the Reclassification of an Administrative Clerk III Position to an Accounting Clerk Position at Health and Human Services

  Bishop noted this was approved at the HHS Committee meeting earlier and discussed the memo included in the meeting packet. **Vice Chair Stacey made a motion, second by Supervisor Ingersoll, to approve the resolution authorizing the reclassification of an Administrative Clerk III position to an Accounting Clerk position at Health and Human Services. Motion carried 5-0.**

- Discussion of State, Federal, or other consideration for COVID-related hazard or premium pay

  Chair Pruessing directed the Committee members’ attention to the memo from Sheriff Kurt Picknell, which was distributed at the meeting. Luberda noted that as there has been little direction from the Federal and State government how to proceed in this matter, the County is attempting to do so. The County already has other premium pay levels for different positions throughout the County to recognize distinctions from regular work. The memo regarding premium pay is similar to these, in relation to if a resident were to test positive for COVID-19. He noted the memo indicated a range, but at the LHCC Board meeting earlier, a $2.00 per hour premium was approved. He also recommended that this amount and item be evaluated again in the future if the situation arises. Vice Chair Stacey inquired how the hazard pay end date would be decided and Luberda said he believes this hazard pay would only apply when there was a resident who was testing positive for COVID-19, and only for those staff who were responsible for said patient(s). Luberda also added this would be presented as an ordinance to the County Board to expedite the process. **Supervisor Monroe made a motion, second by Vice Chair Stacey, to approve a $2.00/hour premium pay, with the possibility to reevaluate if the situation arises. Motion carried 5-0.**

Reports/announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday May 20, 2020 at 3:30 p.m.

Adjournment

On motion by Supervisor Monroe, second by Vice Chair Stacey, Chair Pruessing adjourned the meeting at 4:19 p.m.
Memorandum

TO: Human Resources Committee
CC: Kate Bishop, Human Resources Director
FROM: Lisa Henke, Benefits Manager
DATE: May 14, 2020
SUBJECT: 2021 Recommended Health/Dental Benefit Design Changes

Each year at this time, the Walworth County leadership team works with M3 Insurance, the County’s benefits consultant, and their underwriting department, to assess the projected calendar year costs of the health insurance plan in order to establish an appropriate plan design that is appealing to participants, while still being fiscally responsible. At this time, we would like to recommend the following changes to the 2021 benefit plan design.

Health Plan Design Changes:

Pharmacy CAAP Rx:

In 2020, the health plan implemented CAAP Rx for Tier 1 participants. CAAP Rx is a copay assistance and accumulator solution that captures the maximum value of financial assistance provided by specialty drug manufacturers to reduce out-of-pocket costs for members and plan costs for plan sponsors. CAAP Rx is now available for High Deductible Health Plans. Previously, the program was only applicable to traditional, tiered pharmacy benefit plans. To participate in the CAAP Rx program, employers need to have a pharmacy benefit tier just for specialty medications, which the plan implemented in 2020 for both Tier 1 and Tier 2 health plans. Serve You conducted an analysis of the specialty medications filled by Walworth County members from January 2019 through December 2019. This analysis showed the health plan would have saved an estimated 1.99% in overall plan costs or $14,656.43 annual savings on specialty medications had this program been available during that period for Tier 2. There is a cost associated with offering the CAAP Rx program, but the cost is minimal at 10% of the amount the CAAP Rx program saves the plan. If there are no savings, then there is no cost.

Telemedicine:

Due to COVID-19, the health plan started to cover telemedicine or virtual healthcare to allow participants to continue to receive primary provider medical care while not overwhelming the healthcare system during the pandemic. This
benefit was implemented at no cost to members through 12/31/2020. We would like to recommend keeping telemedicine as an option for participants on the health plan. Starting with the new plan year, we are recommending telemedicine be covered at the primary care benefit level under Tier 1 and Tier 2 plans. Please see the chart below for a comparison of the cost share for this benefit. Plan participants who continue to use telemedicine in 2021 will have a cost share. For in-network providers, those on Tier 1 will pay $35 for the visit, and those on Tier 2 will pay their deductible and then 10% coinsurance up to the maximum out-of-pocket limit. It is our understanding that telemedicine visits billed by providers from AdvocateAurora, Mercyhealth and SSM St. Mary’s/Dean will be billed at the regular in-person office visit cost to insurance per their respective websites.

<table>
<thead>
<tr>
<th>Services</th>
<th>Tier 1 2021</th>
<th>Tier 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physician Visit – Primary Care</strong> (family practice, internist, ob-gyn, pediatrician and general practice – including all telemedicine)</td>
<td><strong>Tier 1 2021</strong></td>
<td><strong>Tier 2021</strong></td>
</tr>
<tr>
<td><strong>In-Network</strong></td>
<td><strong>Out-of-Network</strong></td>
<td><strong>In-Network</strong></td>
</tr>
<tr>
<td>$35 co-pay, then 100%</td>
<td>$35 co-pay, then deductible and 60% coinsurance up to the OOPM limit</td>
<td>Deductible, then 10% coinsurance applies up to the OOPM limit</td>
</tr>
<tr>
<td>$50 co-pay, then $100%</td>
<td>$50 co-pay, then deductible and 60% coinsurance up to the OOPM limit</td>
<td>Deductible, then 30% coinsurance applies up to the OOPM limit</td>
</tr>
</tbody>
</table>

| **Emergency Room**                            | **Tier 1 2021**                                  | **Tier 2021**                   |
| **In-Network**                                | **Out-of-Network**                              | **In-Network**                  |
| $150 co-pay per admission, then deductible and 20% coinsurance applies up to the OOPM limit | $150 co-pay per admission, then in-network deductible and 20% coinsurance applies up to the in-network OOPM limit | Deductible, then 10% coinsurance applies up to the in-network OOPM limit |

| **Urgent Care**                               | **Tier 1 2021**                                  | **Tier 2021**                   |
| **In-Network**                                | **Out-of-Network**                              | **In-Network**                  |
| $75 co-pay, then 100%                         | $75 co-pay, then deductible and 60% coinsurance applies up to the OOPM limit | Deductible, then 10% coinsurance applies up to the OOPM limit |

Deductible, then 30% coinsurance applies up to the OOPM limit
The implementation of these two plan design changes to the Walworth County health plan has the potential to save the plan 1.99% in pharmacy benefit costs while assisting Tier 2 participants in saving out-of-pocket expenses for their specialty prescription medications. At this time, it is hard to determine if there will be any additional cost or savings to the plan or its participants by offering telemedicine as a permanent option to gaining access to health care. Human Resources and M3 will continue to analyze the utilization and costs associated with this, but it is a convenience that we would like to continue to offer plan participants.

It is important to note that the percentages and dollar amounts are projected figures provided by the M3 underwriting team using historical data and trends as well as assumptions on actual claim costs.

**Dental Plan Design Changes:**

Walworth County continues to evaluate the dental plan to make sure we are still offering a competitive plan that is in line with the ever-changing market. With that said, we are proposing to change the following benefits to the dental plan for the 2021 plan year.

**Check Up Plus:**

The Check Up Plus program allows for employees to use their preventive services without it counting toward the annual plan maximum. This allows the member to use the full $1,200 annual plan maximum for major services such as crowns, inlays, onlays, bridges or dentures. Without the Check Up Plus program in place, preventive services such as exams, cleanings, X-rays, etc. count toward the $1,200 annual plan maximum. Delta Dental typically sees a 2.7% cost increase to the plan (load) when adding this program to a fully-insured plan; however, this looks much different for a self-funded plan because there would be no additional fees for a self-funded plan to add this benefit. The actual cost to a self-funded plan would be based on utilization, which would change year to year.

**Dental Implants:**

Dental implant popularity is on the rise. Not only do they last longer than bridges, but they also allow for one’s mouth to stay intact without affecting other teeth. Implants help maintain the jawbone consistency and also prevent surrounding teeth from growing into the gap of the missing tooth. Bridges can help with this as well, but surrounding teeth are negatively impacted when placing a bridge, as they are either pulled or shaved down. For as low as a 0.5% cost impact (load), we can add dental implant coverage to our plan in 2021.

**X-ray Frequency:**

Dental experts have recently found that x-rays are occurring more often than necessary and have made recommendations to reduce the frequency allowed under dental plans. The cost savings of reducing the frequency of covered x-rays is minimal, but it will reduce the radiation exposure to participants. Bitewing x-
rays would be limited to once every 12 months and full-mouth x-rays to once every 5 years.

While it is projected that the implementation of the above changes to the dental plan will increase the expense of the plan by 3.2%, the x-ray frequency change will help reduce those expenses. In addition, the dental reserve remains high and can offset any additional remaining cost.

M3 and Human Resources staff will be present at your meeting on May 20, 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.
TO:       HR Committee Members
         Mark Luberda, County Administrator
         Kate Bishop, HR Director
FROM:    Undersheriff Dave Gerber
DATE:    May 8, 2020
SUBJECT: Request to overfill Administrative Clerk II position

The Sheriff’s Office Corrections Division Administrative Clerk II is currently on FMLA leave and has resigned her position to be effective on July 17, 2020. She is planning to return from leave on July 6, 2020 with her last work day on July 17, 2020. Pursuant to Walworth County Ordinance Sec. 15-18, I respectfully request this position to be overfilled for a two week period or (10) working days. When our current clerk returns from FMLA leave on July 6, 2020, she will need to spend time catching up. We want to take advantage of this two week period to train the new clerk in all tasks associated with the position. With the current clerk being off for such a long time, overfilling will allow the new clerk to assist in catching up on the workload while being trained.

The Corrections Division Administrative Clerk II is a multi-faceted position that is very complex in nature. This position works with Corrections Division staff, Sheriff’s Office staff, various Walworth County Departments, vendors and billing, inmates and their families, and the general public on a daily basis. Approval of overfilling this position will allow us a smooth transition.

We will be able to fund the (10) days of overfilling from savings realized due to current open positions within our organization.

Thank you for your consideration and approval of this request.
Memorandum

TO: Human Resources Committee

CC: Kate Bishop, Human Resources Director

FROM: Lisa Henke, Benefits Manager

DATE: May 8, 2020

SUBJECT: 2021 Voluntary Vision Recommendation

Walworth County currently places their voluntary vision coverage with Superior Vision. The initial three-year contract between Superior Vision and the county is ending on 12/31/2020. Considering the negative service feedback relating to Superior Vision, M3 Insurance assisted Walworth County by conducting a marketplace request for voluntary vision proposals for coverage in 2021. Walworth County did give Superior Vision an opportunity to provide a proposal.

Markets Approached and Cost Comparison
Ameritas, Anthem Blue Cross Blue Shield of WI, Delta Dental of Wisconsin, EyeMed, National Vision Administrators, United Healthcare and Vision Service Plan were asked to provide quotes for similar benefit plans. Superior Vision was asked to provide a proposal as the incumbent insurance carrier. Each of the proposals were created with the intent that Walworth County would not participate in the cost of coverage (i.e. 100% voluntary offering). Below is a chart of the markets approached including a cost comparison over the current plan. The two most competitive options are indicated below in bold font. The incumbent, Superior Vision, failed to submit a proposal by the deadline and therefore is not able to be considered for this renewal period.

<table>
<thead>
<tr>
<th>Vision Insurance Carrier Options</th>
<th>Rate Comparison To Current</th>
<th>Rate Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ameritas</td>
<td>4.71% Decrease ($3,006 Savings)</td>
<td>2 years</td>
</tr>
<tr>
<td>Anthem Blue Cross Blue Shield</td>
<td>6.11% Increase ($3,902)</td>
<td>3 years</td>
</tr>
<tr>
<td>Delta Dental of Wisconsin</td>
<td>5.59% Decrease ($3,573 Savings - includes discount on dental fee)</td>
<td>4 years</td>
</tr>
<tr>
<td>EyeMed</td>
<td>7.33% Increase ($4,681)</td>
<td>4 years</td>
</tr>
<tr>
<td>National Vision Administrators</td>
<td>10.38% Decrease ($6,628 Savings)</td>
<td>4 years</td>
</tr>
<tr>
<td>United Healthcare</td>
<td>4.56% Increase ($2,913)</td>
<td>3 years</td>
</tr>
<tr>
<td>Vision Service Plan</td>
<td>9.50% Increase ($6,068)</td>
<td>4 years</td>
</tr>
</tbody>
</table>
Plan Design
Benefits quoted by the insurance carriers were requested to mirror the current Walworth County plan and also the industry standard, allowing employees to have a full vision exam, lenses and contact lenses every 12 months and new frames every 24 months. Of the two most cost competitive options, below you will find the main differences in comparison to the current Walworth County vision benefit.

- Delta Dental of Wisconsin – overall this plan includes enhancements when compared to the current plan with Superior
  - Network - lower material copay of $10 (compared to the current benefit of $25) and the frame benefit includes a $150 allowance (compared to the $130 currently)
  - Non Network - trifocal coverage has a $55 allowance (compared to the current $45 benefit) and the medically necessary contact benefit has a $200 allowance (compared to the current $150 benefit)
- National Vision Administrators – this plan mirrors the current plan offered through Superior Vision

Network
Vision networks can be tricky and are unlike that of medical benefits. In the case of vision networks, one will always find network disruption when comparing the options. The Delta Dental Select network is the most comparable network to Superior’s. From an access basis, both Delta Select and Superior have 99.9% urban/suburban access of two providers within ten miles (as the Select network has more independent providers). Other than a couple big-box retailers (Walmart, Costco and Sam’s Club), the networks match on all other retail providers. The Select network has a balanced network mix between retail and independent providers and also includes five online retailers providing in-network benefits: glasses.com, contactsdirect.com, lenscrafters.com, targetoptical.com, ray-ban.com. The National Vision Administrator network includes the following providers: Shopko Optical, Visionworks, Pearle Vision, Walmart, JCPenny Optical, Target Optical, Meijer Optical, and a few others.

Service Experience
Delta Dental is the current administrator for Walworth County’s self-funded dental plan. Management, process and service levels with Delta Dental have exceeded expectations for the county and its employees to date on the dental plan. M3’s most recent experience with National Vision Administrator has been less than ideal. Their response time has hovered three business days with additional questions left to be answered upon their initial response. In addition, the most recent implementation conducted was delayed due to no fault of the employer, which caused coverage to not be in tact on the effective date with employees struggling to use their vision benefit.

Recommendation
Based on pricing, quality of service, network access to providers and level of benefits M3 recommends that Walworth County offer employees the opportunity to participate in a voluntary vision plan offered by Delta Dental of Wisconsin
Vision Select network. In addition, Delta Dental has agreed to reduce the dental administration fee for an additional $1,000 annual savings ($0.10 per employee per month) should Walworth County decide to place the vision coverage with them as well. The additional $1,000 savings in the dental has been factored in the chart on page one of this document.

The projected annual cost of this contract, which is paid in full by employees who participate in the benefit, is $61,300. The contract is for 4 years or $245,200.

M3 and Human Resources staff will be present at your meeting on May 20, 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.
Memorandum

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

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

Date: May 6, 2020

RE: Authorization to Alter FTE for certain Lakeland Health Care Center positions.

Lakeland Health Care Center sought permission to reduce staffing levels in January 2020 as a result of the downsizing to a 90 bed facility. At that time the leadership staff put together a schedule that we believed would meet the needs of the facility.

We have been working with that adjusted staffing schedule for over three months and have determined that there are adjustments that should be made to make sure that we have the necessary number of staff available at all times on all shifts.

As a result we are seeking permission to change a variety of our positions FTE. The following are the requested changes:

Reduction in FTE

1.0 RN unit supervisor to a 0.6 RN unit supervisor
0.5 RN unit supervisor to a 0.2 RN unit supervisor
0.4 LPN unit supervisor to a 0.3 LPN unit supervisor
0.5 Certified Nursing Assistant to a 0.3 Certified Nursing Assistant
1.0 Certified Nursing Assistant to a 0.8 Certified Nursing Assistant

Increase in FTE

0.4 LPN unit supervisor to a 0.5 LPN unit supervisor

The above noted changes in FTE allocations will result in an overall cost savings for the health care center of $182,748 in 2020 and $85,420 annually. By making these changes now we will be able to recruit to fill vacancies more effectively.
Resolution No. xx - 06/20

Authorizing Certain FTE Reductions and Increases at the Lakeland Health Care Center

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are 8.0 FTE RN – Unit Supervisor positions, 9.80 FTE LPN – Unit Supervisor positions, and 44.20 FTE Certified Nursing Assistant positions at the Lakeland Health Care Center (“LHCC”); and,

WHEREAS, LHCC Administration seeks to make the following position changes at the Lakeland Health Care Center to better meet the staffing needs of the LHCC since the reduction in beds:

Reduction in FTEs:
1.00 FTE RN – Unit Supervisor position to a 0.60 FTE RN – Unit Supervisor position
0.50 FTE RN – Unit Supervisor position to a 0.20 FTE RN – Unit Supervisor position
0.40 FTE LPN – Unit Supervisor position to a 0.30 FTE LPN – Unit Supervisor position
0.50 FTE Certified Nursing Assistant position to a 0.30 FTE Certified Nursing Assistant position
1.00 FTE Certified Nursing Assistant position to a 0.80 FTE Certified Nursing Assistant position

Increase in FTEs:
0.40 FTE LPN Unit – Supervisor to a 0.50 FTE LPN – Unit Supervisor position

WHEREAS, the Human Resources Committee ("Committee") has considered the position changes, as indicated above, at the Lakeland Health Care Center and hereby recommends the reductions and increase.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the position changes, as indicated above, at the Lakeland Health Care Center be and the same are hereby approved effective as of June 9, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 7.30 FTE RN – Unit Supervisor positions and 43.80 FTE Certified Nursing Assistant positions at the Lakeland Health Care Center with departmental and grand totals being adjusted accordingly for the overall 1.10 FTE decrease.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk
County Board Meeting Date: June 9, 2020

Action Required: Majority Vote [X] Two-thirds Vote [Blank] Other [Blank]

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

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

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-06/20

I. **Title:** Authorizing Certain FTE Reductions and Increases at the Lakeland Health Care Center

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to make the following position changes at the Lakeland Health Care Center:

**Reduction in FTEs:**
- 1.00 FTE RN – Unit Supervisor position to a 0.60 FTE RN – Unit Supervisor position
- 0.50 FTE RN – Unit Supervisor position to a 0.20 FTE RN – Unit Supervisor position
- 0.40 FTE LPN – Unit Supervisor position to a 0.30 FTE LPN – Unit Supervisor position
- 0.50 FTE Certified Nursing Assistant position to a 0.30 FTE Certified Nursing Assistant position
- 1.00 FTE Certified Nursing Assistant position to a 0.80 FTE Certified Nursing Assistant position

**Increase in FTEs:**
- 0.40 FTE LPN Unit – Supervisor to a 0.50 FTE LPN – Unit Supervisor position

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a net savings of $182,748 in 2020 and an annual savings of $86,420.

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

- Committee: Human Resources  
  Date: May 20, 2020  
  Vote:

- Committee: LHCC  
  Date: May 20, 2020  
  Vote:

  County Board Meeting Date: June 9, 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
ORDINANCE NO. ** – 06/20

CONFIRMING SPECIAL AUTHORITY FOR 2020 TO ENABLE CONTINUED RESPONSE TO AND MANAGEMENT OF OPERATIONS DURING THE COVID-19 PANDEMIC BY EXTENDING CERTAIN AUTHORIZATION AS APPROVED WITHIN THE RESOLUTION FOR A DECLARATION OF EMERGENCY AS APPROVED MARCH 19, 2020

WHEREAS, the World Health Organization (WHO) designated the 2019 novel Coronavirus ("COVID-19"); outbreak as a Public Health Emergency of International Concern; the United States Health and Human Services Secretary Alex M. Azar II declared a Public Health Emergency for the entire United States to aid the nation’s health care community in responding to COVID-19; and the Governor of Wisconsin previously declared a State of Emergency; and,

WHEREAS, the Walworth County Board of Supervisors previously issued Resolution No. 102-03/20, Declaring a State of Emergency in Walworth County as a Result of the COVID-19 Virus, which declaration is scheduled to expire at the end of business on June 17, 2020; and,

WHEREAS, COVID-19 remains an active, contagious, and, at times, fatal respiratory disease that the State and Federal resources have been unable to accurately predict, project, or curtail, and it, therefore, demands continued diligence and responsiveness to help provide for the protection of the employees and residents of Walworth County and to help protect and support our provision of governmental services; and,

WHEREAS, certain actions initiated under the Declaration of Emergency, which authority to continue will expire with the expiration of the declaration, warrant continuation while the County continues to adapt to and manage within the existing pandemic.

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 2-69 of the Walworth County Code of Ordinances is hereby created to read as follows:

“Sec. 2-69. Remote participation in meetings by electronic means.

(a) The purpose of this section is to establish a policy for 2020 that allows for remote participation in meetings as a temporary response to the COVID-19 pandemic anticipating and following expiration of the Declaration of Emergency pertaining to the pandemic.

(b) During 2020, the Walworth County Board of Supervisors, and any committee, board, agency, or other similar such group that is charged with advising or reporting to the County Board of Supervisors, may provide for remote participation by members in any meeting by electronic means provided the meeting is properly noticed and conducted in accordance with Wisconsin statutes, unless otherwise specifically noted on the published agenda.”
PART II: That Section 15-11 of the Walworth County Code of Ordinances is hereby created to read as follows:

“Sec. 15-11. Special authority for 2020 to enable continued response to and management of Human Resources operations during the COVID-19 pandemic by extending certain authorizations as initially approved within the resolution for a declaration of emergency as approved March 19, 2020.

(a) The purpose of this section is to establish a temporary ordinance for 2020, except where additional time is specifically noted, that allows for continued, flexible administration of Human Resources policies to provide greater protection to employees, with the benefit of protecting and supporting our provision of governmental services, while providing a temporary response to the COVID-19 pandemic anticipating and following expiration of the Declaration of Emergency pertaining to the pandemic.

(b) Notwithstanding the provisions otherwise set forth in this Chapter and with the intent to coordinate with the existing statutory authority of the County Administrator, the following authorizations are adopted for 2020.

(1) Departments may employ modified work schedules to enhance social distancing as authorized by the County Administrator in a manner and form as he shall determine is appropriate.

(2) Departments may employ remote working / telecommuting to enhance social distancing as authorized by the County Administrator in a manner and form as he shall determine is appropriate.

(3) Appropriate “Return to Work” and workplace guidelines will be administered by the County Administrator under his authority and in consultation with Public Health.

(4) The County Administrator may reassign essential and non-essential staff for the purpose of addressing pandemic-related circumstances without immediate regard to the budgetary assignment of the position but shall periodically report such instances to the Human Resources Committee and, where applicable, subject to the concurrence of the statutorily elected officer. Inherent in this authorization is the understanding that reassignment may incorporate additional hours, overtime, or the continuation of employment term as in the case of Teachers Aides who have been reassigned.

(5) STO accrual caps shall remain increased by 80 hours from the STO accrual caps identified elsewhere in this Chapter and an individual may continue to accrue up to said amount through any pay period paid out on or before August 7, 2020; however, after that date, once an employee falls below the STO accrual caps identified elsewhere in this Chapter, the employee shall not be allowed to again exceed the cap and all amounts accrued above the STO accrual caps identified elsewhere in this Chapter shall be used prior to June 4, 2021 or they shall be forfeited. Increased vacation accrual caps for the Walworth County Deputy Sheriffs Association (Article 10.01 of the collective bargaining agreement) shall be administered similarly, as determined solely by the County Administrator.

(6) The 60-day waiting period for PTO for new hires hired through December 31, 2020 shall be waived.
The County Administrator may amend or suspend leave benefit policies as set forth in the Walworth County Code of Ordinances to address or implement the authority provided for herein or allowed by any state or federal options and mandates related to COVID-19, such as but not limited to the Families First Coronavirus Response Act and the State of Wisconsin Act 185 and COVID-19-related Executive Orders. As examples, allowing for negative STO balances (or vacation as in the union example described above) resolved prior to June 4, 2021, and a continuation or restatement of Administrative Procedure 4-493, “The Families First Coronavirus response Act Emergency for 2020, Including the Emergency Family and Medical Leave Expansion Act and Emergency Paid Sick Leave Act: Emergency Policy,” are reasonable and appropriate applications of this authority.”

PART III: That Section 30-35 (a) (5) of the Walworth County Code of Ordinances is hereby created to read as follows:

“(5) In order to establish an ordinance for 2020 that allows for certain timely budget amendments as a temporary response to the COVID-19 pandemic anticipating and following expiration of the Declaration of Emergency pertaining to the pandemic and notwithstanding the remaining portions of this subsection, the $312,500 amendment authorized in the Emergency Declaration remains authorized; the County Administrator and Finance Director may approve budget amendments up to $250,000 to incorporate any state or federal grants provided to address COVID-19 in any manner; and the County Board Chair or the Finance Committee may approve an amendment for a second transfer of General fund available balance, for an additional $312,500, which action shall be subsequently reported to the County Board.”

PART IV: That Section 15-707 (b) of the Walworth County Code of Ordinances is hereby amended as follows (additions are underlined; deletions are shown in strike-through text):

“(b) The County Administrator may authorize and publicly announce that certain County operations and facilities, or parts thereof, are temporarily closed or subject to restricted access due to severe weather or other emergency conditions, which emergency conditions may include, but are not limited to, isolated or ongoing public health circumstances.”

PART V: That this ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 9th day of June 2020.

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

County Board Meeting Date:  June 9, 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  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:** Confirming Special Authority for 2020 to Enable Continued Response to and Management of Operations During the COVID-19 Pandemic by Extending Certain Authorization as Approved within the Resolution for a Declaration of Emergency as Approved March 19, 2020

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance is to establish a temporary ordinance for 2020, except for limited exceptions where additional time is specifically noted, that carries forward through 2020 important operational provisions that were established in by the Declaration of Emergency as approved March 19, 2020. This ordinance affects County operations and does not affect private sector operations.

The Emergency Declaration expires June 17, 2020, while the COVID-19 pandemic remains very much active. As such the Ordinance carries forward the authority for remote participation in meetings, enhanced facilities management, related budget amendments and grant acceptance, and continued, flexible administration of Human Resources policies to provide greater protection to employees, with the benefit of protecting and supporting our provision of governmental services. This provides a response for 2020 to the COVID-19 pandemic anticipating and following expiration of the Declaration of Emergency pertaining to the pandemic. It will provide additional time to evaluate and respond to the ongoing pandemic.

III. **Is this a budgeted item and what is its fiscal impact:** The pandemic was not anticipated, but use of general fund available fund balance was authorized for non-recurring expenditures. $312,500 of the fund balance was made available by the emergency declaration, with an additional $312,500 made more readily available. A variety of state and federal funding programs to offset expenditures have been initiated, but many of them are still waiting for clarification and distribution. As such, it is very difficult to determine the net fiscal impact of this ordinance since there are still far too many unknowns.

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

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<tr>
<th>Committee</th>
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<tbody>
<tr>
<td>Executive Committee</td>
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<tr>
<td>Human Resources Committee</td>
<td>May 20, 2020</td>
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<tr>
<td>Finance Committee</td>
<td>May 21, 2020</td>
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County Board Meeting Date: June 9, 2020

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

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