1. July 22, 2020 Human Resources Committee Agenda
   Documents:
   
   JULY 22, 2020 HR AGENDA.PDF

2. July 22, 2020 Human Resources Committee Packet
   Documents:
   
   JULY 22, 2020 HR PACKET.PDF

3. July 22, 2020 Human Resources Committee Meeting Distributed At Meeting
   Documents:
   
   27-07-20 RECLASS AIDE TO TEACHER ELIM AIDE REVISED PFN.PDF
County Board Human Resources Committee  
MEETING NOTICE  
Wednesday, July 22, 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 may be limited to  
help ensure appropriate social distancing is observed. ALL INDIVIDUALS ARE STRONGLY  
ENCOURAGED TO WATCH THE MEETING STREAMING LIVE AT  
https://mediasite.co.walworth.wi.us/Mediasite/Play/ac6bad494c1b4659bbf255505bc451381d  

Individuals wanting to provide a Public Comment can do so remotely by telephone, but must contact the  
County Administrator's Office 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.  

AGENDA  

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) June 17, 2020 Human Resources Committee (encl. p. 1)  
6. Public comment period  
7. New Business
AGENDA – Walworth County Human Resources Committee
Wednesday, July 22, 2020 at 3:30 PM

Page 2 of 2

- Ordinance **-09/20 Amending Section 15-11 of the Walworth County Code of
  Ordinances Related to Management of Human Resources During the COVID-19
  Pandemic to Create a Special Variation to Override Portions of Section 15-533
  Premium Contributions (encl. pp. 2-7)
- Request to overfill Payroll Systems Coordinator position in the Finance Department
  per Section 15-18 of the Walworth County Code of Ordinances (encl. p. 8)
- Resolution **-09/20 Authorizing the Creation of a 0.50 FTE Administrative Clerk II
  Position in the Register of Deeds Office (encl. pp. 9-11)
- Resolution **-07/20 Authorizing the Reclassification of a Special Education Aide
  Position to a Special Education Teacher Position and the Elimination of a Special
  Aide Position at Lakeland School (CDEB) (encl. pp. 12-16)
- Ordinance **-09/20 Amending Sections of Chapter 15 of the Walworth County Code
  of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland
  Health Care Center (encl. pp. 17-22)
- Contract award recommendation for the County’s life insurance policies
  (encl. pp. 23-27)
- Adoption of the Walworth County’s Employee Wellness Council 2020-2021
  Operation Plan and Event Schedule (encl. pp. 28-37)

8. Reports/announcements by Chairperson

9. Set/confirm next meeting date and time
   a) Human Resources - Wednesday, September 16, 2020 at 3:30 p.m.

10. Adjournment

Submitted by: Susan Pruessing, Committee Chairperson of Human Resources
    Kate Bishop, Human Resources Director

    Posted: July 16, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: July 16, 2020
RE: July 22, 2020 Human Resources Committee Meeting

New Business:

a.) **Amending Section 15-11 of the Walworth County Code of Ordinances, related to management of Human Resources during the COVID-19 pandemic, to Create a Special Variation to Override Portions of Section 15-533 Premium Contributions.** We were recently made aware that Interactive Health, the provider who conducts our annual health risk assessments for members of the County health plan, as required by Sec. 15-533 of the Walworth County Code of Ordinances, ceased operations and filed bankruptcy. Because of this coupled with the COVID pandemic, we are requesting an amendment to Section 15-11 of the Walworth County Code of Ordinances, related to management of Human Resources during the COVID-19 pandemic, to create a special variation to override portions of Section 15-533 premium contributions. I have enclosed a memorandum with further details.

b.) **Request to overfill a Payroll Systems Coordinator position in the Finance Department per Section 15-18 of the Walworth County Code of Ordinances.** A Payroll Systems Coordinator position will become vacant as of November 6, 2020, due to the retirement of an employee who has held the position for many years. The Finance Director, Jessica Conley, is requesting the overfill of the position to ensure a smooth transition of duties given the complexity of the task of processing payroll. Please see the enclosed memorandum from Ms. Conley with further detail for the reasoning of the overfill. Funding has been identified in the 2020 budget to support this request. Ms. Conley will be present to answer any questions you may have during the meeting.

c.) **Resolution Authorizing the Creation of a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office.** Enclosed in your packet is a memorandum from Cairrie Virrueta, Register of Deeds, describing her request for the creation of a 0.50 FTE Administrative Clerk II position in the Register of Deeds Office. Funding has been identified for the creation of this position in
2020. A draft resolution is also enclosed in your packet. Ms. Virrueta will be present at the meeting for further discussion on this request.

d.) Resolution Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School (CDEB). To accommodate the staffing needs of the school during the COVID pandemic, Tracy Moate, Director of Lakeland School, is requesting a reclassification and an elimination. As you will see from the enclosed memorandum and draft resolution, there is a savings of $68,523 for 2020 and $50,983 annually associated with these changes. Please note that should circumstances evolve and school resume as normal, we may request to reverse this back to the original staffing.

e.) Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland Health Care Center. Lakeland Health Care Center (LHCC) continues to evaluate practices to best staff the facility. In doing so, the determination has been made to restructure processes for pool staff to include restructuring the way pool staff is paid to align with regular staff as well as to allow for step increases for pool staff. It is the latter that the Human Resources Committee must address, as it requires changes to Chapter 15. A draft ordinance is enclosed addressing the change of 15-333 Pay Plan Administration along with a memorandum from Elizabeth Aldred, Superintendent of County Institutions & Health and Human Services Director, addressing the topic. Also, please note that pursuant to Section 15-17 of the Walworth County Code of Ordinances which allows the Human Resources Director to approve changes to position classification titles (that do not result in a fiscal impact), references to two titles are being updated in Chapter 15 as well; RN-Unit Supervisor is now RN and LPN-Unit Supervisor is now LPN.

f.) Contract award recommendation for the County’s life insurance policies. It is time for a renewal of our life insurance policy offered to employees. National Insurance Services is recommending we continue with our incumbent carrier with no increase in our premiums for the current policy terms. I wanted to update the Committee on the process since it involves an employee benefit, and this contract recommendation will be placed on the Finance Committee meeting this month for approval. I look for your favorable approval in forwarding this contract to the Finance Committee.

g.) Adoption of Walworth County’s Employee Wellness Council 2020-2021 Operation Plan and Event Schedule. Annually, our employee Wellness Council puts together a plan for the upcoming year to help guide its efforts as well as provide transparency to our County Board and leaders. The program remains relatively constant in terms of what is being offered to our employees. Additionally, the Wellness Council circulates a survey annually to ensure the programming is meeting our employees’ needs within the boundaries authorized.
by the County Board for our program. Please review the enclosed materials and provide any direction you would like to see our program head or provide your approval of the plan as presented. Staff will be present to discuss the plan.
Chair Susan Pruessing called the meeting to order at 3:30 p.m.

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

Others present, either in person or by remote attendance:
County Board Supervisors: Chair Nancy Russell; Supervisor Brian Holt
County Staff: County Administrator Mark Luberda; HR Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of Institutions Elizabeth Aldred

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

On motion by Supervisor Ken Monroe, second by Supervisor Kathy Ingersoll, the May 20, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business
- Authorizing changes to the allocation of the HS Manager – Administrative Services Position
  HR Director Kate Bishop noted this passed 5-0 at the LHCC meeting and 8-0 at the HHS meeting earlier. Superintendent of County Institutions Elizabeth Aldred said she is asking to move 45% of the position to come from the LHCC budget and does not require an increase in funding. She said this change will be included in the 2021 budget. Supervisor Monroe made a motion, second by Supervisor Simons, to approve authorizing changes to the allocation of the HS Manager – Administrative Services Position. Motion carried 5-0.

Reports
- Usage of temporary changes to leave benefits
  Bishop presented the information included in the meeting packet. County Board Chair Nancy Russell clarified that borrowed STO will not be paid back as a deduction in payroll, but as the hours are earned by the employee. Discussion ensued regarding derails of FMLA and EFMLEA benefit requirements.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday July 22, 2020 at 3:30 p.m.

Adjournment
On motion and second by Supervisor Monroe and Vice Chair Stacey, Chair Pruessing adjourned the meeting at 3:45 p.m.
Memorandum

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

From: Kate Bishop, Human Resources Director

Date: July 17, 2020

RE: Amending Section 15-11 of the Walworth County Code of Ordinances, related to management of Human Resources during the COVID-19 pandemic, to Create a Special Variation to Override Portions of Section 15-533 Premium Contributions.

As you are aware, the monthly premium for the health plan is split between Walworth County and the employee. The employee share of the premium is defined in Section 15-533 of the Walworth County Code of Ordinances. This section outlines the process of determining the employee contribution, which includes all members on the health plan being offered an annual health risk assessment and educational opportunities. Due to the COVID pandemic, our health risk assessment that is normally conducted in the spring, was postponed by the company that administers them for us, Interactive Health. These were rescheduled for the last two weeks in August. We were notified June 15, 2020, that Interactive Health filed Chapter 7 and ceased operations on June 14, 2020.

Under the Sec. 15-11, we are requesting to create a special variation to Sec. 15-533 which requires the employee and spouse, if a participant on the County health plan, to participate annually in the health risk assessment and educational opportunities. Although we are still going to offer this on a voluntary basis this year (provided any unforeseen further complications), due to scheduling restraints with available vendors, we cannot accommodate all members with the health risk assessment and the education completion to meet the deadline for 2021 health insurance payroll deductions.

This year we recommend carrying forward the 2020 premium contribution level for 2021 for all members, essentially grandfathering in the 2020 contribution levels for 2021. If a member would like to lower their contribution level (if they or their spouse were at 10% or 12%), they have the option to participate in the voluntary testing this year and move down one level from their current 2020 level. We are not able to offer the educational component this year. The voluntary testing would be the same as they have been in the past which include:

- HRA Online (paper form if no access to a computer)
- Biometric Screening – Venipuncture
  - 16 Chem Panel – this will include thyroid and nicotine. (We have requested nicotine results be omitted from reports as we have not tested
for this in the past. The vendors we are looking at cannot omit the test because it is part of their standard testing; however, they will omit the results being provided to the member.

- Includes PSA testing for males over 50
- Participant report that reviews their results and answers from HRA sent directly to them
- Physician results form – this may be a paper form that member provides to their doctor as vendors are getting away from faxing results due to HIPAA
- Additionally, Walworth County would have an aggregate report to review as an organization as we have received in previous years

In summary, we still find value in offering members the opportunity to have these annual tests without having to visit their primary care provider, especially during this pandemic, however due to the circumstances listed above we are only able to offer these on a voluntary basis this year because we can not execute the program in its entirety. We have already collaborated with Auxiant, our third party administrator for the health plan, to complete a request for proposal to find the most compatible vendor for us to use in Spring 2021 for these tests. This is simply for this year, which effects the 2021 contribution levels, which is why we are choosing to include it in Sec. 15-11 verses Sec. 15-533.
ORDINANCE NO. xxxx – 09/20

AMENDING SECTION 15-11 OF THE WALWORTH COUNTY CODE OF ORDINANCES, RELATED TO MANAGEMENT OF HUMAN RESOURCES DURING THE COVID-19 PANDEMIC, TO CREATE A SPECIAL VARIATION TO OVERRIDE PORTIONS OF SECTION 15-533 PREMIUM CONTRIBUTIONS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-11 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-11. 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.

(7) 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.

(8) Health risk assessments to be conducted in 2020 for the determination of the employee (and spouse, if a member of the County health plan) premium contribution for 2021 will be voluntary. Each employee’s 2020 premium contribution rate will be carried forward for 2021. If an employee would like to lower their contribution level, they can participate in the voluntary testing for 2020, which will result in the employee’s premium contribution moving down one level from their 2020 level. The education completion will not be available in 2020.”

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

PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of September 2020.

____________________________________  ______________________________________
Nancy Russell                             Kimberly S. Bushey
County Board Chair                       Attest: County Clerk

County Board Meeting Date: September 8, 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:

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<tr>
<th>Name</th>
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If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-11 of the Walworth County Code of Ordinances, related to management of Human Resources during the COVID-19 pandemic, to Create a Special Variation to Override Portions of Section 15-533 Premium Contributions

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance is to temporarily override portions of Section 15-533 as they relate to health risk assessments and premium contributions.

III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have no fiscal impact on the county budget.

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

   Committee: Human Resources Committee 
   Date: July 22, 2020

   Vote:

   County Board Meeting Date: September 8, 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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Memorandum

TO: Walworth County Human Resources Committee

CC: Kate Bishop – Human Resources Director
Jessica Conley – Finance Director

FROM: Andy Lamping – Financial Systems Administrator

DATE: July 9, 2020

SUBJECT: Request for position overfill

Due to an upcoming employee retirement, the Finance department management staff is seeking your approval to overfill one of our Payroll Systems Coordinator positions (position #108603) as authorized in section 15-18 of the Walworth County Ordinances.

The processing of payroll is a complex task that requires a solid understanding of both the County’s wide-ranging pay policies (CDEB, HHS, Corrections, etc.) and also the IRS/State of Wisconsin guidelines and statutes. By allowing an overfill of this position, the new hire will be able to gain valuable insight and training that will allow for a much smoother transition of payroll processing duties. Ensuring that Payroll is processed every week is among the top priorities for our department and we believe this request will allow us to continue meeting this priority.

We have received a written notice of retirement from our current employee and are requesting a 45 day overfill (9/22/2020 through 11/06/2020). Funding for this overfill request has been identified in our department’s 2020 budget.

Thank you in advance for your consideration of this request. I plan to be in attendance at your July 22nd committee meeting and will be available to answer any questions or provide additional information if needed.
MEMORANDUM

To: Kate Bishop, HR Director
From: Cairie Virrueta
Date: July 1, 2020
Re: Additional FTE .5 Staff in ROD Office

The Register of Deeds office is starting to see an increase in telephone and counter traffic as well as electronic filings after the brief lull from the pandemic’s stay at home order. It is nowhere near the typical volume, but I have noted that the loss of the Property Lister position has created a shortage in the office with the assistance of citizens as well as continuity of staffing. I respectfully request to add a permanent FTE .5 Administrative Clerk II position to the Register of Deeds office starting November 1st. (This position would work 20 hours a week.)

Funds were set aside in 2020 to add a temporary full-time position starting July 1st due to the move of the Property Lister position to the Treasurer’s office, so there would be no budget impact this year. These funds were for a temporary position, but the addition of a permanent staff member is essential so that vital/property recordings and citizens requests are fulfilled in a timely fashion.

Thank you.
Resolution No. xx - 09/20
Authorizing the Creation of a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 2.50 FTE Administrative Clerk II positions in the Register of Deeds Office; and,

WHEREAS, the Register of Deeds Office seeks to create an additional part-time 0.50 FTE Administrative Clerk II position to better meet the needs of the department and the county; and,

WHEREAS, the Human Resources Committee ("Committee") has considered the creation of an additional part-time 0.50 FTE Administrative Clerk II position in the Register of Deeds Office 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 0.50 FTE Administrative Clerk II position be and the same is hereby approved effective as of November 1, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 3.00 FTE Administrative Clerk II positions, 6.00 Total Register of Deeds FTEs, with the grand total being adjusted accordingly for the 0.50 FTE increase.

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

County Board Meeting Date: September 8, 2020

Action Required: Majority Vote ______  Two-thirds Vote ______X______  Other ______

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

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

__________________________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-09/20

I. **Title:** Authorizing the Creation a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to authorize the creation of an additional part-time 0.50 FTE Administrative Clerk II position in the Register of Deeds Office.

III. **Budget and Fiscal Impact:** The 2020 budget included funds for a temporary full-time position in the Register of Deeds Office starting July 1st. Those funds will be used for the creation of the 0.50 FTE Administrative Clerk II position, ultimately resulting in a savings of $16,956 in 2020 and a cost of $22,996 annually.

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

   Committee: Human Resources  Date: July 22, 2020

   Vote:

   County Board Meeting Date: September 8, 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: WCCDEB Supervisors
Cc: Mark Luberda, County Administrator
From: Tracy L. Moate, Director WCCDEB
Date: July 15, 2020
Re: WCCDEB Meeting Agenda Items

The July WCCDEB agenda is made up of three items:

Our first order of business is to discuss a change between aides/teacher FTE assignments to accommodate the virtual learning environment and our Lakeland School Pandemic Plan for returning this fall. We are anticipating that we will be operating in a blended model where we will be reaching our students and families in multiple environments. Knowing this, I am requesting to take two Special Education Aide positions that will become vacant due to current recruiting events to fill positions that will be refilled due to retirements/resignations in June. We would like to use the cost savings from those two positions and create a new teacher position that will assist with homebound instruction. I am including the Summary of Projected (Cost) Savings that shows the impact for the 2020 Budget Year and the Annual Cost Impact. This request will also be on the HR agenda and if approved will move to the emergency County Board meeting that has been tentatively scheduled for Thursday, July 23rd (immediately following the conclusion of the Finance Committee).

Our large order of business involves our administrative team’s recommendation for the continuity of operations at Lakeland School for the 2020-21 school year. We are daily in meetings putting details to that plan and are receiving input from
the fifteen school districts here in Walworth County. This plan is very fluid and is subject to change as new guidelines come out from the CDC and our Walworth County Public Health Department. To help you in preparation of this discussion and presentation, I have included the Lakeland School Pandemic Plan that was generating when COVID-19 kicked into action last March. We are using this plan and its framework to guide our planning for the “Education Forward” intent that DPI has issued for school districts to follow.

Finally, we were informed that Dale Folkers, who volunteered at our School Fest Auctions annually, has decided to retire. I would like to send a letter of appreciation to him on behalf of the CDEB and School for his enthusiasm and support of our event.

Have an enjoyable weekend!
Resolution No. xx - 07/20
Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School

Moved/Sponsored by: Human Resources Committee

WHEREAS, as of August 22, 2020, there will be 36.00 FTE Teacher positions and 40.00 FTE Special Education Aide positions in the Children with Disabilities Education Board (“CDEB”); and,

WHEREAS, CDEB management seeks to reclassify a 1.00 FTE Special Education Aide position to a 1.00 FTE Teacher position and eliminate a vacant 1.00 FTE Special Education Aide position to better meet the current staffing needs at the Lakeland School when continuing to operate under the constraints of a pandemic, which need for such position adjustments is expected to eventually expire; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of a 1.00 Special Education Aide position to a 1.00 FTE Teacher position and the elimination of a 1.00 FTE Special Education Aide position, has considered the temporary nature of this need, and hereby recommends the reclassification and elimination with consideration for the flexible need as identified.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 Special Education Aide position to a 1.00 FTE Teacher position and the elimination of a 1.00 FTE Special Education Aide position be and the same are hereby approved effective as of August 23, 2020.

BE IT FURTHER RESOLVED that as of August 23, 2020 the County Administrator shall update the appropriate Administrative Procedure to reflect a new FTE count of 37.00 FTE Teacher positions with 38.00 FTE Special Education Aide positions (102.25 Total Children with Disabilities Education Board FTEs and 829.895 Grand Total – County FTEs) and to reflect the authorized alternative FTE count of 36.00 FTE Teacher positions with 40.00 FTE Special Education Aide positions (103.25 Total Children with Disabilities Education Board FTEs and 830.895 Grand Total – County FTEs).

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

County Board Meeting Date: July 23, 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:

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Mark W. Luberda  
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-07/20

I. **Title:** Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to reclassify a Special Education Aide position to a Special Education Teacher position and eliminate a vacant Special Education Aide position at the Lakeland School.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $68,523 in 2020 and $50,986 annually.

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

Committee: Human Resources Date: July 22, 2020

Vote:

Committee: CDEB Date: July 22, 2020

Vote:

County Board Meeting Date: July 23, 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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<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>

Mark W. Luberda Date
County Administrator
Memorandum

To: Lakeland Health Care Center Trustee
   Human Resources Committee

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

Date: July 1, 2020

RE: Ordinance Amending Sections of Chapter 15 of the Walworth
    County Code of Ordinances Relating to Pool Staff Evaluations and
    Title Updates at the Lakeland Health Care Center

Lakeland Health Care Center's leadership team continues to look for ways to
improve our staffing levels to be able to provide quality care to our residents.
Over the past few years we have looked at how we utilize pool staff within the
facility. We have taken the approach of financially incentivizing the pool staff
position to attract candidates that would be willing and available to fill in during
staff vacancies and shortages.

There were some unintended consequences to doing this. Staff that were hired as
regular employees were able to transition to a pool staff position and receive a
significantly higher rate.

<table>
<thead>
<tr>
<th></th>
<th>RN range: 30.98-40.36</th>
<th>Pool Rate: $37.00/hr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LPN range: 23.36-30.47</td>
<td>Pool Rate: $34.21/hr</td>
</tr>
<tr>
<td></td>
<td>C.N.A range: 14.58-19.75</td>
<td>Pool Rate: $16.48/hr</td>
</tr>
</tbody>
</table>

By taking a pool position, staff did not have to be available to work on weekends
or holidays in the same way our regular staff are required to be available.
Additionally, pool staff are able to refuse work during shortages. This is
particularly difficult during the recent pandemic when we were limited in the
number of staff assigned to regular shifts. We have tried to limit the mandating of
our line staff, and have relied heavily on our salaried staff to fill in the gaps.

Due to unintended consequences of this policy decision to differentiate between
pool and regularly scheduled staff we have stopped hiring pool staff for most
positions. The one exception to this is the recent hiring of C.N.A. crisis pool
staff. These staff people went through an on-site training with our Assistant
Director of Nursing and are able to work with our residents until they receive their
certification or whenever the state removes the exemption for testing some time
later in 2019.
We are seeking permission to alter the pool RN, LPN and C.N.A. pay to match the RN, LPN and C.N.A. ranges currently established for our non-pool employees. All new staff hired as pool would be hired and placed within the pay schedule at a rate matching their years of experience.

Furthermore we would request that staff within the pool categories be eligible for a performance based raise like their counterparts on an every other year schedule. We believe that we will be able to retain our staff and attract other staff to both pool and scheduled positions with this new model.

This change in pay would not have a financial impact in 2020 but would have an impact in future years as the cost for pool staff would be decreased over time.
ORDINANCE NO. xxxx – 09/20

AMENDING SECTIONS OF CHAPTER 15 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO POOL STAFF EVALUATIONS AND TITLE UPDATES AT THE LAKELAND HEALTH CARE CENTER

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-333 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-333. Pay plan administration.

(g) Step advancement. A regular employee, except as provided in subsections (1), (2) and (3), shall be eligible to advance to a higher step, if any, in the pay range based on performance in the position. A completed performance evaluation showing an above average performance during the prior year must be on file with the director prior to the employee receiving a step increase. An employee receiving an evaluation with an average or lower rating will not be eligible for a step increase. Time is measured from the date the employee last received a step change or change in base pay (MX pay plan) and is based on the assigned time between steps as prescribed by their salary schedule. With the exception of LHCC pool staff, a casual, limited term or student employee shall not be eligible for step advancement. LHCC pool staff shall be eligible for step advancement at least biennially but no more than annually.”

PART II: That Section 15-359 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“Sec. 15-359. Special pay premiums.

(b) Any premium listed below is paid on productive hours only.

<table>
<thead>
<tr>
<th>Type of Premium</th>
<th>How Much</th>
<th>Who</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shift Premium</td>
<td>$1.00/hour</td>
<td>LPN – Unit Supervisor (2 nd and 3 rd shift) *Regular employees only</td>
<td>Received for any hours worked from 2:30 p.m. to 7:00 a.m.</td>
</tr>
<tr>
<td></td>
<td>$1.50/hour</td>
<td>RN – Unit Supervisor and Assistant Nurse Manager (2 nd and 3 rd shift) *Regular employees only</td>
<td>Received for any hours worked from 2:30 p.m. to 7:00 a.m.</td>
</tr>
<tr>
<td>Time</td>
<td>Position</td>
<td>Rate</td>
<td>Note</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2:30 p.m. to 7:00 a.m.</td>
<td>All hourly LHCC employees in nursing excluding RN’s and LPN’s (2nd and 3rd shift)</td>
<td>$0.75/hour</td>
<td>*Regular employees only Received for any hours worked.</td>
</tr>
<tr>
<td>2:30 p.m. to 7:00 a.m.</td>
<td>Food service and reception employees, including the part-time Administrative Clerk I, at LHCC</td>
<td>$0.50/hour</td>
<td>*Regular employees only Received by employees scheduled to work 2nd shift with a start time of 11:30 a.m. or later.</td>
</tr>
<tr>
<td>3:00 p.m. to 11:00 p.m.</td>
<td>Correctional or Communications Officers (2nd shift)</td>
<td>$0.75/hour</td>
<td>Received for any hours worked.</td>
</tr>
<tr>
<td>11:00 p.m. to 7:00 a.m.</td>
<td>Correctional or Communications Officers (3rd shift)</td>
<td>$0.25/hour</td>
<td>Received for any hours worked.</td>
</tr>
<tr>
<td>2:45 p.m. to 7:00 a.m.</td>
<td>Corrections Sergeants (2nd and 3rd shift)</td>
<td>$0.75/hour</td>
<td>Received for any hours worked.</td>
</tr>
<tr>
<td>Applies to a shift beginning in the reception unit on or after 12:00 p.m.</td>
<td>Health &amp; Human Services (reception) working 2nd shift</td>
<td>$0.25/hour</td>
<td></td>
</tr>
<tr>
<td>Received for any crisis intervention shift beginning between 12:00 p.m. and 6:00 a.m. Shift premium shall also be paid for in-person response relating to juvenile court intake or initial assessment during on-call period only.</td>
<td>Hourly HHS employees</td>
<td>$0.35/hr</td>
<td></td>
</tr>
<tr>
<td>3:30 p.m. to 7:00 a.m.</td>
<td>Shift Leader (Highway Maintenance Worker) - 2nd and 3rd Shift Supervisor</td>
<td>$2.50/hour</td>
<td>Received for any eight-hour shift worked 3:30 p.m. to 7:00 a.m. The unscheduled hours differential shall apply outside of the assigned shift.</td>
</tr>
</tbody>
</table>
| $1.40/hour | RN - Unit Supervisors
LPN - Unit Supervisors | Charge Premium | n/a

$1.00/hour Communications Officers

$1.00/hour | RN - Unit Supervisors
*Regular employees only | Weekend Differential | Paid for weekend hours worked for 1st shift on Saturday through 3rd shift on Sunday. |

$1.00/hour | LPN - Unit Supervisors
*Regular employees only | Paid for weekend hours worked for 1st shift on Saturday through 3rd shift on Sunday. |
$1.00/hour

All regular hourly LHCC employees regularly scheduled to work weekends not identified above

Paid for weekend hours worked for 1st shift on Saturday through 3rd shift on Sunday.

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

PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of September 2020.

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

County Board Meeting Date: September 8, 2020

Action Required: Majority Vote ___X___ Two-thirds Vote ______ Other ______

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

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

______________________________
Mark W. Luberda
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to Pool Staff Evaluations and Title Updates at the Lakeland Health Care Center

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to allow for LHCC pool staff to receive performance evaluations and subsequent step advancement at least every other year. This ordinance amendment also updates references to LPN and RN positions throughout the Code.

III. **Is this a budgeted item and what is its fiscal impact:** It is anticipated that any fiscal impact associated with this ordinance amendment can be accommodated within the existing budget.

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

   Committee: LHCC Board of Trustees  Date: July 22, 2020

   Vote:

   Committee: Human Resources  Date: July 22, 2020

   Vote:

   County Board Meeting Date: September 8, 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 ordinance.

---

Michael P. Cotter  Date  Corporation Counsel

Jessica Conley  Date  Finance Director

Mark W. Luberda  Date  County Administrator
Memorandum

TO: County Board Human Resources Committee
    County Board Finance Committee

FROM: Lisa Henke, Benefits Manager

CC: Kate Bishop, Human Resources Director

DATE: July 14, 2020

SUBJECT: Group Life Insurance and Accidental Death & Dismemberment Benefit contract renewal request

Attached for your review are documents to help summarize contract proposals for the County group life insurance (Life) and accidental death & dismemberment (AD & D) policy offered to employees.

National Insurance Services solicited bids from 14 different entities for Life and AD & D policies offered to County employees for 2021 contract year, see Exhibit A.

Madison National Life, the incumbent and entity that provides the County short-term and long-term disability, and Voya offered the most competitive bids for Life and AD & D policies with a 3-year rate guarantee Exhibit B. Both entities matched our current program benefit levels for employees and provided enhanced supplemental life guaranteed issue coverage to $100,000 for employees hired after January 1, 2021. We are requesting the Finance Committee approve this recommended contract from National Insurance Services and Human Resources staff.

This contract is funded by the 2021 budget – tax levy/employee contributions. The proposed County group Life and AD & D policy is $43,000 (approximate annual rate which includes employer and employee premium costs). Contract is based on actual salary dollars.

Human Resources staff will be present at your meeting on July 23, 2020 to answer any questions you may have. Please feel free to contact me at 262.741.7947 prior to your meeting with any questions.
July 9, 2020

Ms. Lisa Henke
Risk / Benefits Manager
Walworth County
100 West Walworth Street,
Elkhorn, WI 53121

Re: Group Term Life Insurance Renewal (January 1, 2021):
Group #20813 / Carrier #4146

Dear Lisa:

After careful review of the group Term Life Insurance policy for Walworth County by Madison National Life, we are happy to inform you that they have agreed to lower your current contract rates and guarantee them for another 3 years. Your current & renewal rates are as follows:

<table>
<thead>
<tr>
<th>Carrier</th>
<th>Current Rates</th>
<th>2021 Renewal Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madison National Life</td>
<td>• All Employees: $0.125 / $0.02</td>
<td>• All Employees: $0.095 / $0.02</td>
</tr>
<tr>
<td></td>
<td>• Sheriff Assoc.: $0.125 / $0.10</td>
<td>• Sheriff Assoc.: $0.095 / $0.02</td>
</tr>
<tr>
<td></td>
<td>• Salary Exempt: $0.125 / $0.18</td>
<td>• Salary Exempt: $0.095 / $0.02</td>
</tr>
</tbody>
</table>

All Supplemental rates will also be remaining at current. All rates will be guaranteed for 3 years, until January 1, 2024. The renewal is assuming no changes in the current benefit structure as agreed upon. Should you wish to make changes, the rates would be subject to review.

This coverage was sent out to market to 14 different carriers. Three carriers quoted on the coverage with 2 of the 3 carriers quoting competitively. In response to the competitive bids, Madison National Life agreed to match the most competitive offer.

If you have any questions or if we may be of any other assistance, please feel free to contact me at 262.780.1224.

Sincerely,

NATIONAL INSURANCE SERVICES

Lance A. Pfarrer
Account Representative Manager
Walworth County
Group Life Insurance
Carrier Responses - July 08, 2020

Life Insurance

<table>
<thead>
<tr>
<th>Current Carrier</th>
<th>Current Rate(s)</th>
<th>Rate Guarantee</th>
</tr>
</thead>
</table>
| MADISON NATIONAL LIFE INSURANCE COMPANY, INC. | All eligible Employees – Basic Life - $0.125  
Class 1 – Basic AD&D - $0.100  
Class 14 – Basic AD&D - $0.180  
Class 3, 7 – Basic AD&D - $0.020 | N/A |

<table>
<thead>
<tr>
<th>Proposed Carrier</th>
<th>Proposed Rate(s)</th>
<th></th>
</tr>
</thead>
</table>
| AMERICAN UNITED LIFE INSURANCE | All Eligible Employees - LIF - $0.095  
All Eligible Employees - ADD - $0.020 | 24 Months |
| MADISON NATIONAL LIFE INSURANCE COMPANY, INC. | All eligible Employees - LIF - $0.090  
All Eligible Employees - ADD - $0.025 | 36 Months |
| SUN LIFE FINANCIAL | All Eligible Employees - LIF - $0.115  
All Eligible Employees - ADD - $0.040 | 24 Months |
| VOYA | All Eligible Employees - LIF - $0.090  
All Eligible Employees - ADD - $0.025 | 36 Months |
| ANTHEM LIFE | DTQ - Uncompetitive | N/A |
| CIGNA | DTQ - Uncompetitive | N/A |
| GUARDIAN LIFE INS CO OF AMER. | DTQ - Plan Design | N/A |
| HARTFORD | DTQ - Uncompetitive | N/A |
| KANSAS CITY LIFE INSURANCE COMPANY | DTQ – Plan Design | N/A |
| METROPOLITAN LIFE | DTQ – Risk Status Unacceptable | N/A |
| MUTUAL OF OMAHA | DTQ - Not Enough Experience Info to Quote | N/A |
| PRUDENTIAL LIFE | DTQ – No Response | N/A |
| RELIANCE STANDARD | DTQ - Uncompetitive | N/A |
| UNITED HEALTH CARE | DTQ – Plan Design | N/A |
| UNUM | DTQ - Plan Design | N/A |
### Benefits

<table>
<thead>
<tr>
<th>Description</th>
<th>Madison National Life</th>
<th>Madison National Life</th>
<th>Proposed Carrier: VOYA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Carrier: Current Rates and Benefits</td>
<td>Proposed Carrier: Proposed Rates and Benefits</td>
<td>Proposed Carrier</td>
<td>Proposed Carrier</td>
</tr>
</tbody>
</table>

### Employer Contributions

#### Basic Life & AD&D
- Class 1: 100% (1st $25,000 of coverage) & 0% (remaining $75,000)
- Classes 3, 7, & 14: 100% Supplemental & Dependent: 0%

#### Supplemental & Dependent Life (option 1)
- 50% of a full time schedule

#### Supplemental & Dependent Life (option 2)
- $2,500 Child or Disabled Child (6 months to 26 years)
- $100 Infant (10 days to under 6 months)

#### Basic AD&D Insurance Amount
- Basic AD&D
- Class(es): 03 & 07: $0.125/$0.02
- Class 01: $0.125/$0.10
- Class 14: $0.125/$0.18

#### Rate per $1,000
- Basic Life & AD&D
  - Classes 03 & 07: $0.125/$0.02
  - Class 01: $0.125/$0.10
  - Class 14: $0.125/$0.18

#### Rate Guarantees
- Basic Life & AD&D
  - Proposed Rates and Benefits
  - Current Carrier - Proposed Rates and Benefits

### Rate Insurability
- Basic Life & AD&D
  - Current Rates and Benefits

### Proposed Effective Date
- 1/1/2021

### Basic Life Insurance Amount
- Class(es): 03: $100,000
- Class(es): 07: $25,000
- Class(es): 07 & 14: $50,000

### Basic AD&D Insurance Amount
- Class(es): 03 & 07 & 14:
  - Equal to Life with a Line of Duty benefit for Class 14
  - $0.125/$0.10
  - $0.125/$0.25

### Supplemental Life
- Class(es): 03 & 07: $0.125/$0.02

### Dependent Life
- Class(es): 03, 07 & 14:
  - $5,000 Spouse (Non-Employee of Employer)
  - $100 Infant (10 days to under 6 months)

### Reductions and Terminations
- Basic
  - Classes 1, 3, 7, 9 & 14: Reduces to 92% @ 70, 84% @ 71, 76@ 72, 68% @ 73, 60% @ 74, 50% @ 75
  - Terms @ retirement (class 9 reduces by the spouse’s age)

- Basic
  - Classes 1, 3, 7, 9, & 14: Reduces to 92% @ 70, 84% @ 71, 76% @ 72, 68% @ 73, 60% @ 74, 50% @ 75
  - Terms @ retirement (class 9 reduces by the spouse’s age)

### Minimum Hour Requirement
- 50% of a full time schedule

### Waiver of Premium
- Disabled prior to age: 60
- Elimination Period: 6 months
- Terminates: 70

### Accelerated Death Benefit
- All Classes:
  - Benefit Percent: 50%
  - Max Benefit: $50,000
<table>
<thead>
<tr>
<th>Guarantee Issue</th>
<th>Basic Life</th>
<th>Basic Life</th>
<th>Basic Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 1: $100,000</td>
<td>Class 1: $100,000</td>
<td>Class 1: $100,000</td>
<td></td>
</tr>
<tr>
<td>Class 3: $25,000</td>
<td>Class 4: $25,000</td>
<td>Class 3: $25,000</td>
<td></td>
</tr>
<tr>
<td>Classes 7 &amp; 14: $50,000</td>
<td>Classes 7 &amp; 14: $50,000</td>
<td>Classes 7 &amp; 14: $50,000</td>
<td></td>
</tr>
<tr>
<td>Supplemental &amp; Dependent Life</td>
<td>Supplemental &amp; Dependent Life</td>
<td>Supplemental &amp; Dependent Life</td>
<td></td>
</tr>
<tr>
<td>Classes 3, 7, 14: $25,000</td>
<td>Classes 3, 7, 14: for new hires going forward: Employee $100,000; Spouse $25,000, Child to $12,500</td>
<td>Classes 3, 7, 14: for new hires going forward: Employee $100,000; Spouse $25,000, Child to $12,500</td>
<td></td>
</tr>
<tr>
<td>Classes 9 &amp; 10 (Class 10 Per Unit): $0</td>
<td>Classes 9 &amp; 10 (Class 10 Per Unit): $0</td>
<td>Classes 9 &amp; 10 (Class 10 Per Unit): $0</td>
<td></td>
</tr>
<tr>
<td>Dependent (Per Unit Options): $7,500</td>
<td>Dependent (Per Unit Options): $7,500</td>
<td>Dependent (Per Unit Options): $7,500</td>
<td></td>
</tr>
<tr>
<td>Participation Requirement</td>
<td>Basic Life/AD&amp;D - 100%</td>
<td>Basic Life/AD&amp;D - 100%</td>
<td>Basic Life/AD&amp;D - 100%</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>The end of month following the month an employee is no longer in active service, unless as follows:</td>
<td>The end of month following the month an employee is no longer in active service, unless as follows:</td>
<td>The end of month following the month an employee is no longer in active service, unless as follows:</td>
</tr>
<tr>
<td></td>
<td>• FMLA-Standard Applies</td>
<td>• FMLA-Standard Applies</td>
<td>• FMLA-Standard Applies</td>
</tr>
<tr>
<td></td>
<td>• Approved Medical LOA or Layoff—6 Months</td>
<td>• Approved Medical LOA or Layoff—6 Months</td>
<td>• Approved Medical LOA or Layoff—6 Months</td>
</tr>
<tr>
<td></td>
<td>• Approved Non-Medical LOA—6 Months</td>
<td>• Approved Non-Medical LOA—6 Months</td>
<td>• Approved Non-Medical LOA—6 Months</td>
</tr>
<tr>
<td></td>
<td>• Approved Non-Medical LOA (Class 1 Only)—1 Year</td>
<td>• Approved Non-Medical LOA (Class 1 Only)—1 Year</td>
<td>• Approved Non-Medical LOA (Class 1 Only)—1 Year</td>
</tr>
<tr>
<td>Line of Duty</td>
<td>Class 01 &amp; 14 An additional Accidental Death and Dismemberment Benefit of $100,000 if your accidental death is the direct and proximate result of a traumatic injury sustained in the line of duty.</td>
<td>Class 01 &amp; 14 An additional Accidental Death and Dismemberment Benefit of $100,000 if your accidental death is the direct and proximate result of a traumatic injury sustained in the line of duty.</td>
<td>Class 01 &amp; 14 An additional Accidental Death and Dismemberment Benefit of $100,000 if your accidental death is the direct and proximate result of a traumatic injury sustained in the line of duty.</td>
</tr>
<tr>
<td>Conversion</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Employee Assistance Plan</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Mortality</td>
<td>Not Included</td>
<td>Not Included</td>
<td>Not Included</td>
</tr>
<tr>
<td>Enhancement and/or Changes to Plan</td>
<td>MNL will reduce the Basic Life/AD&amp;D rate to .09/.025 per $1,000 (same AD&amp;D rate for all classes). Increase the Supplemental Life Employee Guarantee Issue amount to $100,000 (plan Max). Spouse Guarantee Issue amount to $25,000 and Child Guarantee Issue to $12,500 for new hires going forward. Any additional rate discounts will require an adjustment to the current retention level. All other rates and plan parameters will remain unchanged.</td>
<td>Increase the Supplemental Life Employee Guarantee Issue amount to $100,000 (plan Max). Spouse Guarantee Issue amount to $25,000 and Child Guarantee Issue to $12,500 for new hires going forward.</td>
<td></td>
</tr>
</tbody>
</table>

**Current and Proposed Supplemental Life (Employee & Spouse) per $1,000**

<table>
<thead>
<tr>
<th>Age Band</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-39</td>
<td>$0.10</td>
<td>$0.10</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.18</td>
<td>$0.18</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.33</td>
<td>$0.33</td>
</tr>
<tr>
<td>50-54</td>
<td>$0.59</td>
<td>$0.59</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.93</td>
<td>$0.93</td>
</tr>
<tr>
<td>60-64</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>65-99</td>
<td>$2.20</td>
<td>$2.20</td>
</tr>
</tbody>
</table>

**Supplemental Life (Child) per $1,000**

- $0.16

**Dependent Life per unit**

- Option 1: $2.00
- Option 2: $2.75
Memorandum

To: Walworth County Human Resources Committee
From: Lisa Henke, Benefits Manager
CC: Kate Bishop, Human Resources Director
Date: July 15, 2020
Re: Walworth County Employee Wellness Council Program Update & 2020-2021 Operating Plan and Event Plan

Our Employee Wellness Program is now in its eleventh year of operation. Over the last eleven years, the program’s participants have collectively lost more than 3,600 lbs of weight, walked thousands of miles, given enough blood to save hundreds of people, established regular workout routines, adopted healthy eating habits, and much more. On behalf of the Employee Wellness Council, I would like to take a few moments of your time to provide you with an overview of our current wellness program and our accomplishments this past year.

For those of you who may not be familiar with our Employee Wellness Council, the Council is composed of approximately 12 members who are all Walworth County employees representing all areas of our organization. This group meets every other month to identify wellness opportunities for our employees and to plan future wellness programs that promote our effort to foster a safe, happy, and healthy work environment.

Promoting wellness is very important to our organization. Keeping our employees healthy has many benefits, both tangible and intangible. Promoting employee health can improve employee productivity, retention, and morale. Additionally, improving employee health can reduce the occurrence of sick leave, workers’ compensation claims, and healthcare expenditures. In fact, the CDC estimates that more than 80% of health care expenditures are related to a preventable chronic disease.

For the 10th year in a row we have been honored with the recognition as one of the “Healthiest Companies in America” by Interactive Health. This past April we received an email congratulating Walworth County on their 10th year, however, with Interactive Health filing for bankruptcy in June 2020 we will not be receiving an award this year.

Over the past 12 months we also assisted our community by hosting an employee blood drive. We had an on-site donation through the Red Cross and collected 43 units of blood to help 129 people.

As part of our program, we provide the opportunity for our employees to participate in onsite fitness classes. The types of fitness classes offered may change based on employee interest. The majority of our fitness classes are held...
after hours but there has been some interest at HHS for a lunch hour classes. When COVID-19 occurred and an emergency declaration was declared we canceled the onsite classes until further notice. You will see on the 2020-2021 Event Plan we will start to collaborate with local facilities to advertise their classes to our employees because they will have staff available to assist with additional required cleaning and social distancing due to COVID-19.

One of our ongoing goals is to continuously increase employee participation. During our 2019 – 2020 Program year we saw a decrease in the number of participants in our various quarterly challenges and exercise programs. Our employee survey says the biggest reason for not participating is time. We did see an increase in the number of employees responding to our annual Needs and Interest Survey to help us design the next program year content.

Included in your packet you will find the Employee Wellness Council’s 2020-2021 operating plan and event plan. Employee Wellness Council initiatives are funded through funds raised at our annual Get Fit 5k Trail Run/Walk event, which is held annually in May. Unfortunately, due to COVID-19 the 2020 event was canceled. Employees participate in wellness activities on their own time, and minimal staff time is used to coordinate our wellness programs and events.

We are looking for your approval and support of the 2020-2021 Operating Plan and Wellness Events Plan and the continued support of the wellness program “as is”. In addition to our wellness events listed, the wellness council also provides our employees with a wellness newsletter, maintains the wellness boards located near the time clock in each building and virtually on the webpage, and maintains a webpage on Walworth County’s website. I encourage each of you to visit the Employee Wellness Council’s homepage which can be found at: www.co.walworth.wi.us/WellnessCouncil

I will be present at your meeting on July 22, 2020 to answer any questions you may have on this program. Please feel free to contact me at 262.741.7947 prior to your meeting with any questions.
Wellness Council

The Employee Wellness Council is a volunteer committee made up of employees from various departments throughout the County. The Wellness Council meets on a bimonthly basis to share ideas on how to provide our employees with creative opportunities to improve and sustain personal health and wellbeing.

Vision Statement

Our vision is to create a wellness minded workplace that provides opportunities, resources, and support that will encourage our employees to make healthier lifestyle choices for themselves and their families.

Mission Statement

Our mission is to enhance the ability of our employees and their families to better manage their own health by promoting a culture of employee wellness. We strive to help improve employee productivity and overall quality of life while reducing the risk of disease and injury.
Walworth County
Employee Wellness Council

2020-2021 Written Operating Plan

Overall Yearly Goals

It is understood all goals established by the Walworth County Employee Wellness Council for 2020-2021 will be accomplished with minimal staff time and without tax payer program funding unless otherwise approved by the Walworth County Board of Supervisors.

1. Provide employees with a monthly newsletter and other resources that promote overall wellness.
2. Develop, organize, and facilitate wellness related events and programs
3. Offer quarterly wellness challenges that promote nutrition, fitness, financial and/or mental wellness.
4. Coordinate and implement an annual “Get Fit 5k” trail run/walk as a fund raiser to support goals and efforts.

Long Term Goals

It is understood all goals established by the Walworth County Employee Wellness Council for 2020-2021 will be accomplished with minimal staff time and without tax payer program funding unless otherwise approved by the Walworth County Board of Supervisors.

1. Attain a 15% regular participation rate in quarterly challenges from our total employee population
2. Increase the number of participants in our Get Fit 5k in order to increase revenues which will be used to support employee wellness initiatives.
Walworth County
Employee Wellness Council

2020-2021 Written Operating Plan

2020-2021 Program Goals

Goal #1

PROVIDE EMPLOYEES WITH A NEWSLETTER AND OTHER RESOURCES THAT PROMOTE OVERALL WELLNESS.

Rationale for choosing goal:
- Employees need to be provided with tools and resources in order to help maintain personal wellness.
- A regular publication helps foster an environment of wellness in the workplace.

How will you measure success in reaching this goal?
- Timely monthly publication of a wellness newsletter
- Availability of wellness related resources on the Employee Wellness Council’s webpage

Timeline for completion:
- The target release date for the newsletter will be the 1st of the month. The newsletter should be released no later than Friday of the first full week of the month.

Resources needed to conduct programs:
- Wellness newsletter provided by insurance consultant
- Ability to update the Employee Wellness Council website
Goal #2

**OFFER QUARTERLY WELLNESS CHALLENGES THAT PROMOTE NUTRITION, FITNESS, AND MENTAL WELLNESS.**

**Rationale for choosing goal:**
Wellness challenges provide employees and their families with opportunities to focus on improving and maintaining personal wellness.

**How will you measure success in reaching this goal?**
- Offer one challenge per quarter and the amount of participation in the challenges as compared to prior challenges

**Timeline for completion:**
- One challenge will be held each quarter. The Wellness Council will determine the exact challenge dates.

**Resources needed to conduct programs:**
- Predesigned wellness challenge programs provided by our insurance consultant or other sources
- Personnel to coordinate the challenges
- Funding for challenge prizes
Goal #3

DEVELOP, ORGANIZE, AND FACILITATE WELLNESS RELATED EVENTS AND PROGRAMS

Rationale for choosing goal:
By organizing these events and programs, we provide employees and their families with opportunities to improve and maintain personal wellness.

How will you measure success in reaching this goal?
- Continue to offer long running programs such as exercise classes, group walks and cooking classes
- Offer new events and programs based on employee interest

Timeline for completion:
- Exercise classes are year around
- Quarterly wellness webinars on wellness topics selected from annual employee needs and interest survey
- Annual blood drive
- Group walk challenge in summer
- Cooking class annually

Resources needed to conduct programs:
- Meeting room to hold exercise classes after work if offered at a Walworth County building instead of in the community
- Wellness website to house link for wellness webinars
- Meeting room to host instructor and attendees
- Personnel to set up and host event
Goal #4
*COORDINATE AND IMPLEMENT ANNUAL “GET FIT 5K” EVENT*

Rationale for choosing goal:
The Get Fit 5k provides a wellness related activity for our employees and their families. The Get Fit 5k also serves as the main source of funding for the Employee Wellness Council.

How will you measure success in reaching this goal?
- The successful annual execution of the event and comparing total participation to prior year events as well as participant feedback

Timeline for completion:
- The Get Fit 5k will be held on the third Saturday in May*
  - May 15th (2021)

Resources needed to conduct programs:
- Volunteers for the day of the event
- Timing company to time the race
- T-shirt company to design & print t-shirts for the event
- Awards & Prizes
- Funding for needed supplies and services
Promotional Strategies:

Programs will be promoted:

- Via County E-mail notices
- In a newsletter showing upcoming activities as well as wellness information
- Wellness calendar will be posted on the Walworth County Website
- Via County website
- Promotional flyers posted at all County buildings on wellness boards
- At new employee orientation
- With the assistance of Wellness Council members who represent each county building
- By word of mouth
The wellness program will be divided up into quarters. Each quarter the Wellness Council will offer a wellness campaign on a different topic. Campaigns will last between 4 to 8 weeks to support a positive lifestyle change. Additionally, there will be an online wellness webinar available each quarter 24/7 for employees to view. Starting with this program year, the Employee Wellness Council will collaborate with area gyms, exercise studios and Elkhorn School District to promote wellness and exercise classes at those locations our employees can attend.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Contact Person</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Quarter, July - September</strong></td>
<td></td>
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<tr>
<td>Pack the Parks Challenge – ends Aug</td>
<td>Becky Kligora</td>
<td>July – August</td>
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<tr>
<td>Flushing It</td>
<td>TBD</td>
<td>September – October</td>
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<tr>
<td>Online webinar - Nutrition and Your Health</td>
<td>Lisa Henke</td>
<td>August – September</td>
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<tr>
<td>Promote wellness and exercise classes at facilities in the community</td>
<td>Becky Kligora</td>
<td>On-going</td>
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<tr>
<td>Flu Shots</td>
<td>Lisa Henke</td>
<td>Sept/Oct/Nov</td>
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<td><strong>Fall Quarter, October – December</strong></td>
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<tr>
<td>Maintain Don’t Gain</td>
<td>Holly Smith</td>
<td>November – December</td>
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<tr>
<td>Online webinar – Stress Management</td>
<td>Lisa Henke</td>
<td>October – December</td>
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<tr>
<td>Holiday Cooking Class</td>
<td>Colleen Lesniak</td>
<td>November - TBD</td>
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<tr>
<td>Promote wellness and exercise classes at facilities in the community</td>
<td>Becky Kligora</td>
<td>On-going</td>
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<tr>
<td><strong>Winter Quarter, January – March</strong></td>
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<tr>
<td>Mindful Eating</td>
<td>Holly Smith</td>
<td>February – March</td>
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<tr>
<td>Tweet Tweet Financial Challenge</td>
<td>TBD</td>
<td>March</td>
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<tr>
<td>Online webinar – Dealing with Difficult People</td>
<td>Lisa Henke</td>
<td>January – March</td>
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<tr>
<td>Online webinar – Dealing with Financial Stress</td>
<td>Lisa Henke</td>
<td>March</td>
</tr>
<tr>
<td>Blood Drive – Red Cross</td>
<td>Dan Dailey</td>
<td>February TBD</td>
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<tr>
<td>Promote wellness and exercise classes at facilities in the community</td>
<td>Becky Kligora</td>
<td>On-going</td>
</tr>
<tr>
<td><strong>Spring Quarter, April - June</strong></td>
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<tr>
<td>Step It Up Challenge</td>
<td>TBD</td>
<td>April – May</td>
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<tr>
<td>Pack the Parks Challenge</td>
<td>Becky Kligora</td>
<td>June – July</td>
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<tr>
<td>Get Fit 5k</td>
<td>Lisa Henke</td>
<td>May 15, 2021</td>
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<tr>
<td>Online Webinar – Preventing Burnout</td>
<td>Lisa Henke</td>
<td>April – July</td>
</tr>
<tr>
<td>Promote wellness and exercise classes at facilities in the community</td>
<td>Becky Kligora</td>
<td>On-going</td>
</tr>
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Resolution No. 27 - 07/20
Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School

Moved/Sponsored by: Human Resources Committee

WHEREAS, as of August 22, 2020, there will be 36.00 FTE Teacher positions and 40.00 FTE Special Education Aide positions in the Children with Disabilities Education Board ("CDEB"); and,

WHEREAS, CDEB management seeks to reclassify a 1.00 FTE Special Education Aide position to a 1.00 FTE Teacher position and eliminate a vacant 1.00 FTE Special Education Aide position to better meet the current staffing needs at the Lakeland School when continuing to operate under the constraints of a pandemic, which need for such position adjustments is expected to eventually expire; and,

WHEREAS, the Human Resources Committee ("Committee") has considered the reclassification of a 1.00 Special Education Aide position to a 1.00 FTE Teacher position and the elimination of a 1.00 FTE Special Education Aide position, has considered the temporary nature of this need, and hereby recommends the reclassification and elimination with consideration for the flexible need as identified.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 Special Education Aide position to a 1.00 FTE Teacher position and the elimination of a 1.00 FTE Special Education Aide position be and the same are hereby approved effective as of August 23, 2020.

BE IT FURTHER RESOLVED that as of August 23, 2020 the County Administrator shall update the appropriate Administrative Procedure to reflect a new FTE count of 37.00 FTE Teacher positions with 38.00 FTE Special Education Aide positions (102.25 Total Children with Disabilities Education Board FTEs and 829.895 Grand Total – County FTEs) and to reflect the authorized alternative FTE count of 36.00 FTE Teacher positions with 40.00 FTE Special Education Aide positions (103.25 Total Children with Disabilities Education Board FTEs and 830.895 Grand Total – County FTEs).

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

County Board Meeting Date: July 23, 2020

Action Required: Majority Vote X Two-thirds Vote _____ Other _____
Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

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

____________________________
Mark W. Luberda    Date
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note  
Resolution No. 27-07/20

I. **Title:** Authorizing the Reclassification of a Special Education Aide Position to a Special Education Teacher Position and the Elimination of a Special Education Aide Position at Lakeland School

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to reclassify a Special Education Aide position to a Special Education Teacher position and eliminate a vacant Special Education Aide position at the Lakeland School.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $17,649 in 2020 and $47,889 annually.

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

- Committee: Human Resources  
  Date: July 22, 2020

- Committee: CDEB  
  Date: July 22, 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