Memorandum

To: Walworth County Human Resources Committee

Cc: David A Bretl, County Administrator

From: Kate Bishop, Human Resources Director

Date: September 5, 2019

RE: September 11, 2019 Human Resources Committee Meeting

We have 10 items on our agenda.

Unfinished Business

a) **Employee Donor Program.** As you will recall during the July Human Resource Committee meeting a recommendation was brought forward regarding modifications to the Employee Donor Program. At that time, a draft ordinance was provided for your review. We have made one modification to the draft adding the word *consecutive* on line 14. We are asking that we move forward with this recommendation. The draft ordinance is enclosed.

b) **Correspondence from Supervisor Charlene Staples regarding Lakeland Health Care Center Pay and Benefits.** Supervisor Staples sent correspondence to the Board in June with concerns regarding LHCC pay for employees. As you will recall, we discussed this at the July HR Committee meeting and Tim Peek, Director of LHCC, was present to share wage information and data regarding CNA pay. At that time, I committed to contacting our consultant, Korn Ferry, to conduct a market analysis of rates for CNA, LPN, and RN. A memorandum from me is included in your packet with a summary of Korn Ferry’s findings for CNA pay rates. At this time, further research is needed regarding the rates of LPN’s & RN’s. I can report back on those two areas at a later dates should the committee wish.

New Business:

a) **Personnel Appeals to Administrator’s Budget.** Appeals to the 2020 budget involving personnel issues are addressed by the Human Resources Committee. As of today’s mailing, I have not received any personnel appeals. If any appeals arrive after the packet is sent out, we will provide those to you as early as possible. The Committee’s recommendation on personnel appeals will be forwarded to the Finance Committee for their September meeting. Appendix A within the budget document contains a summary of personnel proposals for 2020. With that being said, there are three areas where many changes are occurring. These three areas are Corporation Counsel, Health & Human
Services, and Public Works. Enclosed in your packet is a memorandum from the department representative of each area further explaining those proposed changes.

b) Request for Early Implementation of the following changes:

- **Specific Health and Human Services Personnel Changes.** Health and Human Services is recommending early implementation for one of their proposed 2020 personnel changes. Included in the packet is a memorandum from Liz Aldred, Director of Health & Human Services, describing the request. This request is included in the proposed 2020 County Administrator’s Budget and because this position is the reclassification of a current vacant position with funding available the department is asking for the consideration of early implantation for the position. I have included the proposed resolution in your packet for the early implementation request should you approve of this change.

c) **Resolution Adopting Insurance Premium Equivalents for 2020.** After discussions with M3’s staff, Finance staff, and County Administration on the rate recommendations for our self-insured plans, staff would like to recommend the rates attached to the resolution for the health plans and the dental plan. This recommendation comes after analyzing our fund balance, our historical trends, and actuarial recommendations based upon common trends used in the industry and our own trends. These rates are included in the proposed 2020 County Administrator’s Budget. Should you choose to either increase or decrease these rates it would impact the budget and require an amendment to ensure we are under the levy cap.

d) **Resolution Authorizing the Reclassification of an Administrative Clerk III position to an IT Specialist Position in the Information Technology Department.** The Information Technology Department is requesting to reclassify a vacant Administrative Clerk III position to an IT Specialist position to better serve the needs of the department and County. A memorandum from John Orr, Information Technology Director, further explaining the request is included in your packet. Also included is the resolution authorizing the reclassification. Although this position does result in a higher annual cost of $14,920, the reclassification of an IT position in June netted a saving for the department of $27,183. The two reclassifications result in an annual cost savings of $12,263 to the department.

e) **Amending Sections of Chapter 15 of the Walworth County Code of Ordinances Relating to a Title Update to Patrolman/Woman Positions for the Department of Public Works.** Per the ordinance under Sec. 15-17-Authorized positions by department subsection (c) allows for the Human Resource Director to approve any position classifications that do not result in a fiscal impact, I have approved the change of the Department of Public Works position from Patrolman/Woman to Highway Maintenance Worker. The former title, however, appears in other sections of the ordinance and I am
requesting an update to the ordinance to reflect the accurate position title of **Highway Maintenance Worker**. The draft ordinance is enclosed.

**f) Amending Sec. 15-362 of the Walworth County Code of Ordinances Relating to Exceptions for Law Enforcement.** The purpose of the enclosed amendment is to increase the dollar amounts for the uniform allowance and protective vest reimbursements for non-represented sworn officers at the Sheriff’s Office. These amounts have not been increased for non-represented sworn officers since 2010. The proposed amounts are in line with the amounts provided to members of the Deputy Sheriffs Association, as outlined in their collective bargaining agreement.

**g) Amending Sec. 15-546 of the Walworth County Code of Ordinances Relating to Short Term Disability.** As you will recall, the County implemented a new short term disability benefit this year as well as transitioned from the use of vacation time to scheduled time off (STO) and from sick leave to personal time off (PTO). It has come to our attention that the current ordinance does not address a certain situation. I have included a memorandum further detailing the situation and the proposed draft ordinance for your review.

**Report Section:**

a.) **Near Site Clinic Update:** As we stated once the Near Site Clinic was approved, we would report back to the committee after we had approximately six months of data. Included in your packet is a memorandum with information regarding the usage of the clinic and strategies moving forward.

KB/eh
Chair Tim Brellenthin called the meeting to order at 3:30 p.m.

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

Others in Attendance
County Board Supervisors: County Board Chair Nancy Russell; Supervisor Charlene Staples
County staff: County Administrator David Bretl; Human Resources (HR) Director Kate Bishop; County Clerk Kim Bushey; Director of Special Education Tracy Moate; Finance Director Jessica Conley; Director-Public Works Richard Hough; Benefits Manager Lisa Henke; Lakeland Health Care Center Administrator Timothy Peek; Director of Health and Human Services Elizabeth Aldred

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

Supervisor Pruessing made a motion, seconded by Vice Chair Monroe, to approve the June 19, 2019 Human Resources Committee meeting minutes. Motion carried by voice vote.

Public comment – There was none.

Unfinished Business
- Employee Donor Program
  County Administrator David Bretl reminded the Committee that the review of the current donor program was generated by a request from an employee to waive the waiting period to receive donated time. When he examined the existing donor program, he developed concerns about Internal Revenue Service (IRS) rules and potential discrimination. Bretl sought an opinion from outside legal counsel. The Employee Donor Program has existed since the early 1990s. Employees on extended absences whose leave time was exhausted could ask for donations of leave time from other employees after a 60-day waiting period. Departments would receive the donation request, which included the employee’s name and health condition, and employees could donate their own vacation time. Since inception of the program, there have been numerous changes in IRS opinions, letter rulings and interpretation. In addition, the County now provides short-term disability insurance to eligible employees, which pays 66-2/3rd percent of an employee’s wage while on leave. Disability payments commence within seven days of application. The IRS defines a donor program as “ongoing,” and not just for specific individuals. The current plan risks being discriminatory because employees requesting donations are identified and an employee could choose whether or not to give to a specific individual. Bretl said a better program would be to establish a voluntary donor bank whereby applicants could apply for donations at their individual rate of pay. Applicants would remain anonymous. Individuals would not be eligible for donated hours if they were eligible for short-term disability because of their own serious medical condition. If the leave is for a spouse, parent or child, short-term disability would not apply; however, the employee could request donated hours in that case. The current direct donor program would be eliminated. Bretl distributed a copy of the draft ordinance. The amended ordinance removes IRS audit risks and follows FMLA guidelines. He said since the draft was distributed at the meeting, the Committee might want to hold discussion and action at the September 11th committee meeting. Supervisor Pruessing made a motion, seconded by Supervisor Ingersoll, to postpone action on the item until the September meeting. Motion carried 5-0.
New Business

- **Resolution Authorizing the Reclassification of an Administrative Clerk II to an Administrative Assistant Position in the County Clerk’s Office**

  Human Resources Director Kate Bishop said County Clerk Kim Bushey requested to reclassify the position in her office due to a change in job duties related to the increase in the number of county committees and requests for minute-taking services. The fiscal impact of the reclassification would be an increase of $880 in 2019 and an annual impact of $3,443. Bushey said the scope of the Administrative Assistant duties has expanded since the County Clerk’s Office assumed the responsibility five years ago. The Clerk’s office currently takes minutes for 18 County committees, 13 of which Becky Bechtel is responsible for. Because of the increased workload, the Administrative Clerk II has taken on two committees, and there may be additional ones needing support in the future. Bishop recommended approval of the reclassification. **Supervisor Stacey made a motion, seconded by Supervisor Ingersoll, to recommend the reclassification of an Administrative Clerk II to an Administrative Assistant in the County Clerk’s office. Motion carried 5-0.**

- **Amending Sections 15-4, 15-6, 15-359 and 15-1000 of the Walworth County Code of Ordinances Relating to a Title Update to Speech Correctionist Positions at Lakeland School**

  Bishop said the purpose of the amendment is to update the title for positions at Lakeland School to match the industry standard. **Supervisor Ingersoll made a motion, seconded by Supervisor Stacey, to recommend approval of the ordinance amendment. Motion carried 5-0.**

- **Contract Award Recommendation for Section 125**

  Bishop explained this is the renewal of the contract for services related to the County’s flexible spending and Health Savings Accounts. Three proposals were submitted, and staff recommends award to the incumbent, who will reduce their fees from the current contract. **Supervisor Stacey made a motion, seconded by Vice Chair Monroe, to recommend the award of the proposal to Employee Benefits Corporation, contingent upon Finance Committee approval. Motion carried 5-0.**

- **Adoption of Walworth County’s Employee Wellness Council 2019-2020 Operation Plan and Event Schedule**

  Benefits Manager Lisa Henke said the Wellness Council is in its 10th year of operations. The County has received the Healthiest Company Award for nine consecutive years. There is a 93% employee participation in the program. Last year, the Council conducted a blood drive, and 132 people were helped by the donations. There was a decrease in participation in some of the programs offered, and an interest survey was sent to all employees. The survey results revealed that the principal reason for non-participation is time conflicts with the scheduled class periods. Henke said the Council is now offering online programs that employees can access anytime. Henke gave an overview of all of the upcoming classes and challenges. This year, the Council will actively promote the services available through the Employee Assistance Program (EAP). **Vice Chair Monroe made a motion, seconded by Supervisor Stacey to approve the 2019-2020 Wellness Council Operation Plan and Event Schedule. Motion carried 5-0.**

- **Correspondence from Supervisor Charlene Staples regarding Lakeland Health Care Center (LHCC) Pay and Benefits**

  Bishop distributed selected slides from LHCC Administrator Timothy Peek’s presentation at the LHCC Board of Trustees meeting. Supervisor Charlene Staples sent correspondence to both committees asking the Board to recommend a benefit/wage increase or some other program to assist in recruiting and retaining nursing staff. At the recent Department Head meeting, Bishop presented new recruitment strategies. One option was to hold open houses at LHCC and the Sheriff’s Office and invite students and those working in those professions to come and tour the facilities and talk to employees. Because there is a 2.6%
unemployment rate in Walworth County, Bishop said targeting people already employed is important. In addition, she and staff are planning to update promotional brochures and develop videos to present at job fairs. Peek gave an overview of the presentation, which included Certified Nursing Assistant (CNA) pay scales and pay ranges throughout the region. LHCC’s pay ranges are well above average. A Zip Recruiter study shows that Wisconsin’s base pay for CNAs is in the lowest third of the nation. The job search engine Indeed.com shows comparative wages for nursing staff in the County. Peek said the last page shows the pay steps in the pay range for CNAs; it can take potentially 13 years to attain the top of the wage scale.

Supervisor Ingersoll asked if a candidate turns down a job offer whether staff ask for a reason why the position is not acceptable. Peek said that when an offer is refused, Human Resources follows-up with the applicant. He added that the private sector often offers sign-on bonuses and other perks. Often candidates accept positions and leave shortly after hire because they find the job too demanding. Peek explained the wage scales for nursing staff; the median range in the scale is $16.56. If candidates are experienced, they are often hired at the median range (Step 7). The wages do not include overtime rates or shift differentials.

Supervisor Staples expressed concern about the number of steps in the pay plan. The plan is merit based, and if employees do not get an above average performance evaluation they cannot advance to the next step until their next annual evaluation. If the County’s pay and benefits are at the top of the region, Supervisor Staples asked why recruitment is so difficult. Bretl said he and Human Resources staff will research the history of the pay range establishment and evaluation criteria, and develop some other options for consideration. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to direct staff to evaluate the pay plan at LHCC and bring the findings and recommendations to the September Committee meeting. Motion carried 5-0.**

**Reports**

- **Worker’s Compensation and Training Report**

Henke reminded the Committee that the report is now being provided every three months, and gave a summary of reported claims and departmental training. Actual incidents reported have decreased from 16 to 8 and there were no lost time injuries. The downside of reporting every three months is that it provides a limited snapshot of costs. If the report were compiled over a lengthier time period, it would give actual claims dollars. The reporting period was initially requested by the Finance Committee because of training concerns, which are documented by department in the current report. Supervisor Stacey asked if the training is uniform throughout the County. Henke replied that individual departments are responsible for their own training, which is tailored to fit their specific job duties. **Supervisor Ingersoll made a motion, seconded by Vice Chair Monroe, to direct staff to provide the Worker’s Compensation and Training Report every six (6) months. Motion carried 5-0.**

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

**Confirmation of next meeting:** Wednesday, September 11, 2019 at 3:30 p.m. – *Personnel Appeals and Regular Meeting*

**Adjournment**

On motion by Vice Chair Monroe, seconded by Supervisor Stacey, Chair Brellenthin adjourned the meeting at 4:36 p.m.
ORDINANCE NO. xxxx – 10/19

AMENDING SECTIONS 15-525, 15-526 AND 15-527 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO THE ACCRUED BENEFIT DONATION PROGRAM

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That section 15-525 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. 15-525. Accrued Benefit Donation Program Eligibility.

(b) An employee shall be eligible to receive donated hours when all of the following criteria are met:

(1) The employee is on an approved medical leave due to a serious health condition of himself or herself, and is not covered by the County’s short-term disability policy or the approved leave is occasional by serious health condition of the employee's spouse, child or parent;

(2) The employee has exhausted all of his or her available accrued benefits;

(3) The employee's absence exceeds 60 consecutive calendar days.”

PART II: That section 15-526 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. 15-526. Limitations on donated hours.

(a) An employee's decision to donate hours may not be revoked by the donating employee. Any hours donated in excess of the eligible employee's needs shall be returned to the donor. Donated hours will be used in a First In, First Out fashion.”

PART III: That section 15-527 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. 15-527. Procedure to request donation of hours.

(d) An employee requesting donation of allowable accrued benefits defined in section 15-524 shall consent to the disclosure of the employee's name and eligibility for the program to other employees by the Human Resources Department. Such disclosure shall consist of the employee's name and a determination by the Human Resources Department that the person is eligible for the donor program.”
PART IV: That this ordinance shall become effective upon passage and publication.

PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of October 2019.

______________________________________________  _________________________________
Nancy Russell                                     Kimberly S. Bushey
County Board Chair                                County Clerk

County Board Meeting Date: October 8, 2019

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

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

______________________________________________  _________________________________
David A. Bretl                                     Jessica Conley
County Administrator/Corporation Counsel           Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Sections 15-525, 15-526 and 15-527 of the Walworth County Code of Ordinances Relating to the Accrued Benefit Donation Program

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to

III. Is this a budgeted item and what is its fiscal impact:

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

   Committee: Human Resources Committee  
   Date: September 11, 2019

   Vote:

   County Board Meeting Date: October 8, 2019

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

______________________________  ________________________________
David A. Bretl               Date               Jessica Conley              Date
County Administrator/Corporation Counsel  Finance Director
June 19, 2019

Walworth County Board of Supervisors

Re: LHCC Pay and Benefits

Dear Supervisors,

I am requesting a reassessment of some aspects of pay and/or benefits for LHCC employees. I am also concerned about the staffing and ratios in general at the LHCC.

I request that my correspondence be referred to the Lakeland Health Care Center Board of Trustees and Human Resources Committee.

Sincerely,

[Signature]

Charlene Staples
Supervisory District 5

CS/eh
Memorandum

To: Walworth County Human Resources Committee
Cc: David A Bretl, County Administrator

From: Kate Bishop, Human Resources Director
Date: September 5, 2019

RE: September 11, 2019 Human Resources Committee Meeting

As indicated at the July Human Resources Committee the HR Team would reach out to its consultant, Korn Ferry, for a Market Analysis of pay rates for CNA’s, LPN’s, and RN’s. At this time we have the results for CNA to report.

CNA Market Data: This data was pulled nationally from public and private health care entities. WC = Walworth County

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Ref. Level</th>
<th>Low</th>
<th>WC Starting</th>
<th>Mid</th>
<th>WC Mid</th>
<th>High</th>
<th>WC Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA</td>
<td>8</td>
<td>$13.15</td>
<td>$14.29</td>
<td>$13.70</td>
<td>$16.56</td>
<td>$15.07</td>
<td>$19.36</td>
</tr>
</tbody>
</table>

As you can see from the results in the chart, Walworth County is exceeding the average for low, mid-range, and high pay for CNA’s. This confirms the finding that Tim Peek, Director of LHCC, presented at the July Human Resource Committee meeting as well. He had shared data which reflected that LHCC CNA rates are higher than the average in Madison, Milwaukee, and Kenosha. He also shared data showing that LHCC pay is higher than the Wisconsin average for CNA of $12.23. Working with Finance, Tim was able to show the value of a CNA taking into account the benefits and WRS showing the average base wage (without overtime) with benefits is $67,564.

The staffing concern for CNA’s is at the forefront of management and Human Resources priority. Together we are looking at ways to address this concern; however, we do not believe pay will solve the staffing concern.
Memorandum

To: Human Resources Committee
From: David A. Bretl, County Administrator
Date: September 5, 2019
Re: Personnel Appeals

As of this writing, I am unaware of any personnel appeals to the County Administrator’s budget. If any appeals are filed or made at the meeting, the Human Resources Committee will need to make a recommendation to the Finance Committee.

DAB/eh
To: Human Resources Committee

From: Elizabeth Aldred, Director DHHS

Date: August 30, 2019

RE: Personnel requests within the proposed 2020 budget

Health and Human Services is requesting the following personnel changes for fiscal year 2020. The first set of changes are as a result of a planned expansion of our Certified Comprehensive Community Support (CCS) program. The CCS program is 100% reimbursable by Medicaid for services and staff. In our proposal we are seeking to expand six case workers and one lead worker.

The second significant change is a result of the approved addition to the department’s base allocation for children and family services. The department is expecting approximately $430,000 in addition funding. The expectation from the state is that funding is used to hire additional staff to provide the necessary services that will help keep children safe and out of out of home care. To this end we have requested an additional Supervisor, Foster Care Coordinator and 1.5 Children and Family Case Aides.

We have also requested a few additional changes based on program need. We are seeking to reclassify the vacant Maternal Child and Family Lead Worker to a Public Health Specialist. The new position will take on responsibilities for the Community Health Assessment. We are requesting two upgrades. The first is the upgrade of the Child Protective Services Lead Worker to a supervisor. The second is the upgrade of the ADRC Lead Specialist to a Lead Worker. Both people have been doing these duties since the beginning of 2019.

We are seeking to eliminate the Prevention Specialist in the Long Term Care Division and create a full time Nutrition Lead Worker. This division has undergone a number of changes this year. This change allows the department to meet a number of program and grant requirements while providing additional support in the nutrition program where we are heavily dependent on volunteers for coverage.

Lastly we are looking to change the titles of two supervisory positions to reflect a move to a different division as well as share and similar duties within our varied case management programs. Thank you for your consideration of these requests. I am available to answer any questions you may have.
MEMORANDUM

Date: 30 Aug 2019

To: Human Resource Committee
Cc: Kate Bishop – Human Resource Director

From: Richard Hough – Public Works Director

Subject: Reorganization Strategy (Public Works Department)

Purpose. In order to create a more effective, productive, and fiscally responsible County workforce, Public Works proposes redesign of a middle management structure within both our divisions. This strategy is agreed to by HR, Finance, and Administration and is intended to address several pain-points, or, organizational shortcomings. Pain-points include the need to:

1 – Establish increased ownership and management oversight of logistics & maintenance activities; time management processes; and associated data input processes.
2 – Mitigate workloads of Superintendents, Directors, and County Engineer.
3 – Address succession planning; properly cross-train division employees.
4 – Better utilize division skills and abilities thru increased operational management and oversight at the middle management level.
5 – Facilitate and improve near and long-range planning.
6 – And, simply, address long-standing task management and accountability shortcomings within divisions due to poorly developed organizational practices. (See Table 1 – Next Page)

Table 1: Highway Division Organizational Practice

Present Highway Division tasking and task management practices.

What follows is organizational re-design categorized by budgetary, non-budgetary, and policy changes. In summary, proposed changes include:
Budget Impacts:
1 – Create new “Assistant Superintendent – Roads (3 each); HR will create new pay grade 13P; with important policy (benefit) updates to follow board approval. Two Assistant’s will be assigned to manage separate State Crews under the State Superintendent; one will be assigned to the County Crew; there will be no assistant for Support Operations.
2 – Delete three Highway Maintenance Worker positions to account for new Assistant Superintendents, effective 1 May 2020.
3 – Each Assistant Superintendent will be expected to perform a minimum of 9 weeks of shift duty during winter operations. This accounts for at least 27 of 36 winter shifts. The remaining shifts will be covered by Highway Maintenance Works (HMW) with a minimum of 3 years of experience. Additionally, shift pay will be available for times when a section (state, county, support) lacks an assigned superintendent on duty.
4 – Create new “Associate County Engineer (Civil)” o/a 1 January 2020 to manage County Master Plan, planning, and reduce overall CIP costs based on A/E dependency. Position would improve internal department management of engineering and construction projects, reduce or offset costs for outside consultants, and, address existing (long-term) technical and operational gaps between divisions and outside entities, e.g. state officials & contractors.
5 – Create new “Asset Manager / Operations Analyst” o/a 1 July 2020 to create policy and establish material and logistics management practices for the department. Core responsibilities of Asset Manager are: transaction monitoring; risk management; and, asset management, to include planning, research, and asset selection processes. In turn, delete an Administrative Clerk III (F/P/F) position.
6 – O/a 1 January 2020, upgrade Shop Foreman to 15M on County Non Premium Pay Plan, as well as the Facilities Foreman, who should be re-titled as the “Facilities & Parks Foreman” with Groundkeepers as direct reports. Duties of each are peer equivalent to Superintendents.

Non-Budget Impact Changes Requiring Administrator Approval:
2 – Change title of Maintenance Technician / Administrative Secretary to “Administrative Secretary / Maintenance Technician”. Move as Direct Report to Assistant Director and update Job Description. Accounts for deleted AC III position.
3 – Change Title of Assistant Direct – Fleet / Parks / Facilities to Director – Asset Management (Public Works); emphasize asset management role. Includes some new duties.
4 – Change title of “Patrolmen/women” to “Highway Maintenance Worker” – already enacted.

Policy Updates (Subject to grade scoring): Ord. 15-359. Eliminate Assigned Crew Leader Pay. Modify to be exclusive to Highway Maintenance Workers performing shift duty either in the absence of a sections superintendent(s) or performance of a night shift.
**STRATEGIC CONNECTIONS:**

<table>
<thead>
<tr>
<th>FA1-G4-O1 Department Evaluation &amp; Impact Assessment</th>
<th>Gap area. Division has not historically monitored or tracked internal performance metrics. As a result, Highway division struggles in their ability to plan and mitigate known administrative and material management problems.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA1-G4-O2 Centralization</td>
<td>Presently the department has no documented processes for material management and transaction management, however, receiving and accountability is managed by multiple department personnel. Position would establish department transactional and logistics procedures and centralize their review for accounting and inventory management.</td>
</tr>
<tr>
<td>FA2-G1-O1 Financial Controls</td>
<td></td>
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<tr>
<td>FA2-G2-O1 Benefits</td>
<td>Provides mid-management with a competitive benefit package versus the present, often deemed unfair, premium pay for team leadership.</td>
</tr>
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<td>FA2-G3-O1 Efficiency; Maintenance of Assets</td>
<td>Improved development of a management bench, properly nested and accountable to the next level of management, up thru Assistant Director, will improve accountability and results in program, project, and material management.</td>
</tr>
<tr>
<td>FA2-G3-O5 Safety</td>
<td>Improved management oversight will result in decreased accidents and costs.</td>
</tr>
<tr>
<td>FA3-G1-O1 Recruiting</td>
<td>Allowing increase promotion potential and opportunities will facilitate more effective retention and recruitment of quality personnel.</td>
</tr>
<tr>
<td>FA3-G1-O3 Continuity</td>
<td>Association between a subordinate section manager and their Superintendent will improve continuity of Highway operations, night operations, and transitional leadership.</td>
</tr>
<tr>
<td>FA3-G2-O3 Professional Skills Development</td>
<td>Grooming of middle management bench via a subordinate relationship, versus present promote-then-train strategy at the Superintendent level; will improve overall leadership of the division.</td>
</tr>
<tr>
<td>FA3-G4-O1 Performance Plans</td>
<td>Creation of a subordinate Superintendent position will facilitate improved differentiation between all middle-management goals and expectations, e.g. State managers develop relationships, programs, budgets, and plans on state roads.</td>
</tr>
<tr>
<td>FA3-G4-O4 Innovation</td>
<td>Having tiered leaders focused on a section will encourage innovation, competition, and personnel development.</td>
</tr>
<tr>
<td>FA6-G3-O1/O2 RMA/State Hwy’s</td>
<td>State Superintendent being complemented with assistants to improve management oversight of state programs, plans, and opportunities, e.g. Performance Based Maintenance (PBM).</td>
</tr>
<tr>
<td>FA6-G1-O3 Useful Life</td>
<td></td>
</tr>
<tr>
<td>FA6-G1-O4 Replacement</td>
<td>While improving under intense director-level scrutiny, the department has no dedicated personnel for equipment research and procurement decision-making. Past practices lack rigorous analysis resulting in: increased costs; mismatch equipment capabilities with operational needs; and, excess warehousing requirements.</td>
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**NOTE:** Re-organization will have most significant impact on: FA6-G2-O2, to evaluate long term impacts and operating costs in decision-making.
**ORGANIZATION.** Most significant impact upon organization is at the middle management level.

**TABLE 2: Simplified Organization Chart with Categorized Changes**

**SUMMARY.** Various options were presented to County Administrator, Finance, and Human Resources for consideration. However, this reorganization strategy was deemed the most: *suitable* for the department, accomplishing our intended purpose; *acceptable*, or in other terms, providing an affordable solution to existing management challenges; *feasible*, meaning we have internal resources for all but one positions; and, *enduring*, focus on leadership development structures undermined various pain-points within the department.
To: Human Resources Committee

From: Elizabeth Aldred, Director DHHS

Date: August 30, 2019

RE: Request for early implementation

Health and Human Services is seeking permission for early implementation of the reclassification of the vacant Maternal Child and Family Lead Worker to a Public Health Specialist. The Maternal Child Health Lead Worker position has been vacant since July 3, 2019. As part of the budget process it was decided to reallocate the duties of the lead worker to the WIC Supervisor and create a Public Health Specialist that would then be able to take on responsibilities for the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP). By doing this we were able to eliminate the need to hire a consultant for these projects.

Due to the on-going vacancy in this position we are seeking early implantation. Since this is a downgrade to a current position there is funding available to support this request.

Thank you for your consideration of these requests. I am available to answer any questions you may have.
Resolution No. xx - 10/19

Authorizing the Reclassification of a Maternal, Child, and Family Health Lead Position to a Public Health Specialist Position in the Health & Human Services Department

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a 1.00 FTE Maternal, Child, and Family Health Lead position and a 1.00 FTE Public Health Specialist position in the Health & Human Services Department; and,

WHEREAS, the Health & Human Services Department seeks to reclassify the vacant 1.00 FTE Maternal, Child, and Family Health Lead position to a 1.00 FTE Public Health Specialist position to better serve the needs of the department; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of a 1.00 FTE Maternal, Child, and Family Health Lead position to a 1.00 FTE Public Health Specialist position and hereby recommends the reclassification.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Maternal, Child, and Family Health Lead position to a 1.00 FTE Public Health Specialist position be and the same is hereby approved effective as of October 8, 2019.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to eliminate the 1.00 FTE Maternal, Child, and Family Health Lead position and reflect a new FTE count of 2.00 FTE Public Health Specialist positions in the Health & Human Services Department.

County Board Meeting Date: October 8, 2019

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

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

David A. Bretl Date Jessica Conley Date
County Administrator/Corporation Counsel Finance Director
Policy and Fiscal Note
Resolution No. xx-10/19

I. **Title:** Authorizing the Reclassification of a Maternal, Child, and Family Health Lead Position to a Public Health Specialist Position in the Health & Human Services Department

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to reclassify the vacant 1.00 FTE Maternal, Child, and Family Health Lead position to a 1.00 FTE Public Health Specialist position in the Health & Human Services Department.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a savings of $38,220 in 2019. This reclassification has been included in the 2020 budget.

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>September 11, 2019</td>
</tr>
</tbody>
</table>

Vote:

County Board Meeting Date: October 8, 2019

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

David A. Bretl  
County Administrator/Corporation Counsel  
Date

Jessica Conley  
Finance Director  
Date
Resolution No. xx – 10/19
Adopting Insurance Premium Equivalents for 2020

Moved/Sponsored by: Human Resources Committee

WHEREAS, Human Resources staff met with M3, the County’s employee benefits consultant, to discuss insurance premium rate development for 2020; and,

WHEREAS, based on the consultant’s suggestion, along with discussions with Finance staff and the County Administrator, Human Resources staff recommends adoption of the attached premium equivalents; and,

WHEREAS, the attached premium equivalents have been included in the 2020 Administrator’s Budget.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors hereby adopts the premium equivalent rates for the dental plan, Tier 1 Health Plan and Tier 2 Health Plan as specified on Attachment A.

BE IT FURTHER RESOLVED that such rates will be effective for the 2020 Plan Year and shall supersede the rates previously approved by the County Board.

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

County Board Meeting Date: October 8, 2019

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

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

_________________________________  ________________________________
David A. Bretl  Nicole Andersen
County Administrator/Corporation Counsel  Deputy County Administrator – Finance
Attachment A

The following charts highlight the 2018 and 2019 rates as well as the proposed 2020 rates for both the health and dental insurance plans.

<table>
<thead>
<tr>
<th></th>
<th>2018 Adopted Rates</th>
<th>2019 Adopted Rates</th>
<th>2020 Proposed Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tier 1</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$ 877</td>
<td>$ 895</td>
<td>$ 913</td>
</tr>
<tr>
<td>Family</td>
<td>$ 2,169</td>
<td>$ 2,212</td>
<td>$ 2,256</td>
</tr>
<tr>
<td>Medicare</td>
<td>$ 615</td>
<td>$ 627</td>
<td>$ 640</td>
</tr>
<tr>
<td><strong>Tier 2</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$ 789</td>
<td>$ 805</td>
<td>$ 837</td>
</tr>
<tr>
<td>Family</td>
<td>$ 1,904</td>
<td>$ 1,942</td>
<td>$ 2,020</td>
</tr>
<tr>
<td>Medicare</td>
<td>$ 553</td>
<td>$ 564</td>
<td>$ 587</td>
</tr>
<tr>
<td><strong>Dental</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single</td>
<td>$ 42</td>
<td>$ 42</td>
<td>$ 39</td>
</tr>
<tr>
<td>Family</td>
<td>$ 110</td>
<td>$ 110</td>
<td>$ 103</td>
</tr>
</tbody>
</table>
Policy and Fiscal Note  
Resolution No. xx – 10/19

I. **Title:** Adopting Insurance Premium Equivalents for 2020

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to adopt the 2020 health and dental insurance premium equivalent rates.

III. **Budget and Fiscal Impact:** Insurance costs are included in the 2020 budget.

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

   Committee: Human Resources  
   Meeting Date: September 11, 2019

   Vote:

   County Board Meeting Date: October 8, 2019

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

David A. Bretl  
County Administrator/Corporation Counsel  
Date

Nicole Andersen  
Deputy County Administrator – Finance  
Date
TO: HR Committee
FROM: John Orr, Information Technology Director
CC:
DATE: Wednesday, September 04, 2019
RE: Reclassify of position in IT

The resolution contained in the packet is to eliminate the Administrative Clerk III position and create an IT Specialist position. This reclassify is part of a two pronged reorg within the department. The first was in June the second now. The reclassify before you today will assist with the increased need for technical assistance to all departments.

At the June Board meeting Resolution No. 30-06/19 was passed with a fiscal note showing a cost savings of $27,183 annually (see attachment). The fiscal note on the reclassify before you today shows an increase of $14,920 annually. The net between the two is a cost savings of $12,263 annually.

Thank you for your consideration. I will be at the HR meeting to answer any questions you may have.

John Orr
Resolution No. 30 - 06/19
Authorizing the Reclassification of a Systems Analyst/Developer Position to an IT Project Coordinator Position in the Information Technology Department

Moved/Sponsored by: Human Resources Committee

WHEREAS, there are currently 2.00 FTE Systems Analyst/Developer positions in the Information Technology Department, one of which is vacant; and,

WHEREAS, the Information Technology Department seeks to reclassify a vacant 1.00 FTE Systems Analyst/Developer position to a 1.00 FTE IT Project Coordinator position to better serve the project needs of the County departments; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the reclassification of a 1.00 FTE Systems Analyst/Developer position to a 1.00 FTE IT Project Coordinator position and hereby recommends the reclassification.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Systems Analyst/Developer position to a 1.00 FTE IT Project Coordinator position be and the same is hereby approved effective as of June 11, 2019.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect a new FTE count of 1.00 FTE Systems Analyst/Developer and 1.00 FTE IT Project Coordinator position in the Information Technology Department.

County Board Meeting Date: June 11, 2019

Action Required: Majority Vote __ X __ Two-thirds Vote ____ Other ____

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

David A. Bretl Date  Nicole Andersen Date
County Administrator/Corporation Counsel Deputy County Administrator – Finance

This Resolution/Ordinance was:
Adopted: Roll Call/U.C. Voice
Rejected/Referred/Laid Over
Ayes: Noes: Absent:
I. Title: Authorizing the Reclassification of a Systems Analyst/Developer Position to an IT Project Coordinator Position in the Information Technology Department

II. Purpose and Policy Impact Statement: The purpose of this resolution is to reclassify a vacant 1.00 FTE Systems Analyst/Developer position to a 1.00 FTE IT Project Coordinator position in the Information Technology Department.

III. Budget and Fiscal Impact: Passage of this resolution will result in a cost savings of $27,183 annually.

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

   Committee: Human Resources                   Meeting Date: May 22, 2019
   Vote: 5-0

   County Board Meeting Date: June 11, 2019

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

David A. Bretl 5/24/2019
County Administrator/Corporation Counsel

Nicole Andersen 5/25/19
Deputy County Administrator – Finance
Resolution No. xx - 10/19
Authorizing the Reclassification of an Administrative Clerk III Position to an IT Specialist Position in the Information Technology Department

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a 1.00 FTE Administrative Clerk III position and a 0.25 FTE IT Specialist position in the Information Technology Department; and,

WHEREAS, the Information Technology Department seeks to reclassify the vacant 1.00 FTE Administrative Clerk III position to a 1.00 FTE IT Specialist position to assist with the increased need for technical assistance throughout the county departments; and,

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

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the reclassification of a 1.00 FTE Administrative Clerk III position to a 1.00 FTE IT Specialist position be and the same is hereby approved effective as of October 7, 2019.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to eliminate the 1.00 FTE Administrative Clerk III position and reflect a new FTE count of 1.25 FTE IT Specialist positions in the Information Technology Department.

Nancy Russell
County Board Chair
Kimberly S. Bushey
County Clerk

County Board Meeting Date: October 8, 2019

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

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

___________________________________  ____________________________________________________________
David A. Bretl  Jessica Conley
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note
Resolution No. xx-10/19

I. Title: Authorizing the Reclassification of an Administrative Clerk III position to an IT Specialist Position in the Information Technology Department

II. Purpose and Policy Impact Statement: The purpose of this resolution is to reclassify a vacant 1.00 FTE Administrative Clerk III position to a 1.00 FTE IT Specialist position in the Information Technology Department.

III. Budget and Fiscal Impact: Passage of this resolution will result in a savings of $15,278 in 2019 due to the position vacancy, and a cost of $14,920 annually, which will be included in future years’ budgets.

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

Committee: Human Resources               Meeting Date: September 11, 2019

Vote:

County Board Meeting Date: October 8, 2019

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

David A. Bretl Date
County Administrator/Corporation Counsel

Jessica Conley Date
Finance Director
ORDINANCE NO. xxxx - 10/19

AMENDING SECTIONS OF CHAPTER 15 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO A TITLE UPDATE TO PATROLMAN/WOMAN POSITIONS FOR THE DEPARTMENT OF PUBLIC WORKS

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-322 of the Walworth County Code of Ordinances is hereby amended to read as follows (additions are underlined; deletions are shown in strike-through text):

“15-322. Compensatory time.

(a) Any employee in a classification assigned to overtime code 2 shall be compensated for overtime hours worked by payment at the applicable overtime rate or by granting the employee compensatory time off at the rate of one and one-half hours for every overtime hour worked in excess of 40 hours per week. The limit on banked accrued compensatory time shall be 60 hours for all groups with the exception of the patrolman/woman highway maintenance worker, mechanic II and automotive service technician classifications in the public works departments which shall have a limit of 80 hours. Compensatory time in excess of the limit shall be paid at the applicable overtime rate.”

PART II: 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.

(r) Hire above minimum—Patrolman/woman Highway Maintenance Worker.
Patrolmen/women Highway Maintenance Workers who have the following verifiable experience may be eligible to be hired above the minimum pay rate with the approval of the Director - Public Works and the Human Resources Director:

<table>
<thead>
<tr>
<th>Verifiable experience:</th>
<th>Starting rate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Five years of relevant experience including documented operation of heavy equipment.</td>
<td>Step 3 wage rate</td>
</tr>
<tr>
<td>Additionally, two years of LTE patrolman/woman highway maintenance worker experience with Walworth County will meet this verifiable experience requirement.</td>
<td></td>
</tr>
<tr>
<td>Ten years of relevant experience including a minimum of five years of municipal roadway plowing experience and operation of heavy equipment.</td>
<td>Step 5 wage rate</td>
</tr>
<tr>
<td>15 years of relevant experience including a minimum of eight years of municipal roadway plowing experience and operation of heavy equipment.</td>
<td>Step 7 wage rate</td>
</tr>
</tbody>
</table>
PART III: 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>Assigned Crew Leader (ACL)</td>
<td>$2.50/hour</td>
<td>Patrolman/Woman Highway Maintenance Worker</td>
<td>n/a</td>
</tr>
<tr>
<td>Shop Lead Worker Differential</td>
<td>$2.50/hour</td>
<td>Mechanic II</td>
<td>n/a</td>
</tr>
<tr>
<td>Machine Operator Differential</td>
<td>$0.50/hour</td>
<td>Patrolman/Woman Highway Maintenance Worker, Mechanic II</td>
<td>n/a</td>
</tr>
<tr>
<td>Mechanic II Differential</td>
<td>$0.50/hour</td>
<td>Patrolman/Woman Highway Maintenance Worker</td>
<td>n/a</td>
</tr>
</tbody>
</table>

PART IV: That Section 15-390 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. 15-390. Commercial driver's license.

All employees in the following classifications are required to maintain a valid commercial driver's license, including a tanker endorsement: patrolman/woman highway maintenance worker, mechanic II, highway foreman and shop foreman.

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

PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of October 2019.

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

County Board Meeting Date: October 8, 2019

Action Required: Majority Vote _X_ Two-thirds Vote _______ Other _______

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

______________________________  ________________________________
David A. Bretl                  Jessica Conley
County Administrator/Corporation Counsel  Finance Director

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 a Title Update to Patrolman/Woman Positions for the Department of Public Works

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to update the references to Patrolman/Woman in various sections of the Code to reflect a new position title of Highway Maintenance Worker.

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

   Date: September 11, 2019

   Vote:

   County Board Meeting Date: October 8, 2019

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

__________________________  __________________________
David A. Bretl              Jessica Conley
County Administrator/Corporation Counsel    Finance Director
grievance meetings, including grievance arbitration, as set forth above during said employees' scheduled work hours.

15.06 **Personnel Files.** An employee’s personnel file shall be open for said employee’s review at all times. After an employee has a discipline-free record for two (2) years, the employee may request the removal of all discipline from his/her personnel file.

**ARTICLE XVI – GENERAL PROVISIONS**

16.01 **Clothing Allowances.** The County shall pay a semi-annual clothing allowance to all employees in the amount of five hundred dollars ($500.00). The January through June period will be paid on the first paycheck in June, and the July through December period will be paid on the first paycheck in December. The clothing allowance shall not be prorated for a new hire within a semi-annual period. There shall be no payment to an employee who terminates during a semi-annual period.

16.02 **Special Uniforms.** The County shall furnish special uniforms when necessary.

16.03 **Employee Safety.** It shall be the duty of the County to maintain all squads, radios, and any other Employer provided equipment in safe and usable condition. Repairs will be done as quickly as possible upon notification of defect.

16.04 **Discharge and Discipline.** No employee or member of the Association shall be discharged, suspended or otherwise disciplined except for just cause.

16.05 **Protective Vests.** This section shall apply to employees who purchase protective vests on or after January 1, 1999. Upon completion of the probationary period an employee shall be reimbursed up to $1,000.00 for the purchase of a protective vest, which meets department specifications. This amount may be increased by the Sheriff in his discretion pursuant to available grant funding. An employee is eligible to receive reimbursement once each five years. Employees who as of January 1, 1999 own a protective vest shall be first eligible to obtain reimbursement upon expiration of the warranty on the vest presently owned and purchase of a new vest. To obtain reimbursement, the employee must submit a copy of the receipt of purchase and a copy of the warranty. As of 1999, it is the intent of Sheriff’s management that use of a protective vest at all times is not mandatory. However, the Sheriff reserves the right to make the use of protective vests mandatory based on work circumstances and when deemed essential for the safety of employees. The Sheriff shall issue a policy pertaining to the use of protective vests and procedures for reimbursement.

16.06 **Mileage.** The County shall pay to each employee the current County Board approved rate per mile whenever such employee is required to use his personal automobile in the course of his employment on County business.
ORDINANCE NO. xxxx – 10/19

AMENDING SECTION 15-362 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO EXCEPTIONS FOR LAW ENFORCEMENT

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That section 15-362 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. 15-362. Exceptions for law enforcement positions.

(a) An employee classified as Undersheriff, Captain, or Lieutenant, and employed as a Deputy Sheriff shall be covered by this section.

(1) The employee shall receive a uniform allowance of $600.00 $1,000.00 per year, payable on a pay period basis, for the purchase or maintenance of law enforcement uniforms or gear not adaptable as street-wear.

(2) The county shall reimburse the employee, up to a maximum of $500.00 $1,000.00, for the purchase of a protective vest which meets department specifications once every five years.

(3) In accordance with section 15-360(b), employees shall be eligible to receive educational incentive pay.”

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 October 2019.

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

County Board Meeting Date: October 8, 2019

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

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

______________________________       ________________________________
David A. Bretl                          Jessica Conley
County Administrator/Corporation Counsel  Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-362 of the Walworth County Code of Ordinances Relating to Exceptions for Law Enforcement

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to revise the uniform allowance and protective vest reimbursement received by non-represented sworn officers to keep them in-line with other represented law enforcement positions.

III. **Is this a budgeted item and what is its fiscal impact:** The increase in the uniform allowance will cost an additional $2,800 annually. The impact of the additional $500 for protective vest reimbursement will be very minimal, as that is dependent on the covered employees requesting the reimbursement.

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

   Committee: Human Resources Committee                                      Date: September 11, 2019

   Vote:

   County Board Meeting Date: October 8, 2019

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

   David A. Bretl
   County Administrator/Corporation Counsel
   Date

   Jessica Conley
   Finance Director
   Date
MEMORANDUM

To: Walworth County Human Resources Committee
Cc: David A. Bretl, County Administrator
From: Kate Bishop, Human Resources Director
Date: September 5, 2019
Re: STO/PTO/STD

The beginning of 2019 marked the implementation of STO (Scheduled Time Off) and PTO (Personal Time Off) which was formally called vacation time and sick time as well as the implementation of STD (Short Term Disability). STO is accrued each pay check and PTO is given to employees in one lump sum at the beginning of the year. STD is a benefit for all regular employees (not in a collective bargaining agreement) and elected officials not classified as casual or limited-term employees that allows for the employee to collect 66 2/3% of their pay (subject to the 7 day waiting period) when out. The County pays 100% of the premium and an employee is required to exhaust all paid leave with the exception of STO prior to receiving a benefit under STD.

The situation that has recently been brought to our attention that is not currently addressed in the ordinance is that if an employee is out on an approved STD in December that crosses over into January, what happens to the PTO allocation that will occur in January while the employee is out on STD? Is the employee now required to use the new allotted PTO or can they retain the PTO?

We are proposing that the following language be added to Sec. 15-546: If the annual PTO allocation occurs while an employee is on an approved short-term disability claim, the employee is not required to exhaust the new allocation while on the approved short-term disability claim. If the employee continues to be on an approved FMLA once STD benefits end, then the rules for using paid leave per FMLA apply.

I would look for your favorable recommendation for this language to be added to the ordinance. A draft ordinance is included in your packet.
ORDINANCE NO. xxxx - 10/19

AMENDING SECTION 15-546 OF THE WALWORTH COUNTY CODE OF ORDINANCES RELATING TO SHORT TERM DISABILITY

THE WALWORTH COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

PART I: That Section 15-546 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. 15-546. Short-term disability.

(a) Short-term disability benefits for deputy sheriffs association employees shall be subject to the terms of the collective bargaining agreement. Sworn management staff at the Sheriff’s Office holding the title of Undersheriff, Captain or Lieutenant shall follow the deputy sheriffs association collective bargaining agreement relative to short-term disability benefits.

(b) The County shall provide the following short-term disability benefits for all other regular employees and elected officials not classified as casual or limited-term employees:

   (1) A plan where employees are eligible to collect short-term disability benefits after a seven-day waiting period and where coverage will be equivalent to 66 2/3 percent of the employee's base wages, as defined by the policy.

   (2) The County shall pay 100 percent of the premium, except as indicated in section 15-730.

(c) Personal time off, sick leave, extended sick leave bank and sick benefit bank must be utilized/exhausted prior to receiving a benefit under the short-term disability policy. If the annual PTO allocation occurs while an employee is on an approved short-term disability claim, the employee is not required to exhaust the new allocation while on the approved short-term disability claim. If the employee continues to be on an approved FMLA once STD benefits end, then the rules for using paid leave per FMLA apply.

(d) Disability benefits under this plan are for non work-related disabilities only.”

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

PASSED and ADOPTED by the Walworth County Board of Supervisors this 8th day of October 2019.

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

County Board Meeting Date: October 8, 2019
Action Required:   Majority Vote  X  Two-thirds Vote  _____  Other  _____

<table>
<thead>
<tr>
<th>Policy and Fiscal Note is attached.</th>
<th>Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:</th>
</tr>
</thead>
<tbody>
<tr>
<td>David A. Bretl</td>
<td>Date</td>
</tr>
<tr>
<td>County Administrator/Corporation Counsel</td>
<td></td>
</tr>
<tr>
<td>Jessica Conley</td>
<td>Date</td>
</tr>
<tr>
<td>Finance Director</td>
<td></td>
</tr>
</tbody>
</table>

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Amending Section 15-546 of the Walworth County Code of Ordinances Relating to Short Term Disability

II. **Purpose and Policy Impact Statement:** The purpose of this ordinance amendment is to define what happens to an employee’s PTO allocation when the employee is on a short-term disability claim that crosses over into a new calendar year.

III. **Is this a budgeted item and what is its fiscal impact:** Passage of this ordinance will have a de minimis fiscal impact on the County budget.

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

   Committee: Human Resources  
   Date: September 11, 2019  
   Vote:  
   County Board Meeting Date: October 8, 2019

---

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

<table>
<thead>
<tr>
<th>David A. Bretl</th>
<th>Date</th>
<th>Jessica Conley</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administrator/Corporation Counsel</td>
<td></td>
<td>Finance Director</td>
<td></td>
</tr>
</tbody>
</table>
WALWORTH COUNTY EMPLOYEE HEALTH CENTER 6 MONTH REPORT

On January 2, 2019, the Walworth County Employee Health Center began accepting patients at the AdvocateAuroraHealth Lakeland Medical Center. Currently, the Employee Health Center is open to patients 5 days a week for a total of 20 hours per week.

To be eligible to receive services at the Employee Health Center a patient must be enrolled in the Walworth County health plan and be at least two (2) years of age. In addition to the location and hours convenience for patients, there is a reduced cost to see our provider over your primary care provider, Urgent Care or Emergency Room. As a reminder, the participant cost for each plan are: Tier 1 Plan (traditional health plan design) – Copay is waived and Tier 2 Plan (high deductible plan design) - $25 Copay.

Clinic Utilization January through June 2019:
- Employee Health Center was open 126 days
- There were 169 patient visits (158 unique patients)
- Out of the 169 patients, 155 were already AdvocateAuroraHealth patients, and 14 were patients from other providers
- There were 15 missed appointments and 13 cancelled appointments
- Thursdays are the most utilized day with Wednesday being the lowest utilized day
- Appointments were distributed pretty evenly between morning and afternoon hours of operation
- 88% of visits were for employees, 8% for spouses, and 4% for dependent children
- Based on participants survey results, the overall quality of care scored 92%, courtesy of healthcare provider scored 100%, likelihood of recommendation to others scored 96%
- The Walworth County Employee Health Center is trending at 34% utilization through the first 6 months of operation. This is based on number of visits compared to hours the clinic is open. This level of utilization is typical for AdvocateAuroraHealth employer sponsored near site clinics in the early stages. On average the trend is 30% at 6-9 months, 50% by 12 months

Savings update:
- Employee Health Center expense to Walworth County for the first 6 months was $45,930
- Estimated plan amount saved by patients utilizing services at the Employee Health Center vs going to see their Primary Care Physician was $32,457.
- Members who did utilize an Urgent Care location during the week vs the Employee Health Center, were seen at non-AdvocateAuroraHealth facilities. The care provided to members at other Urgent Care locations vs the Employee Health Center was a missed savings opportunity of $10,858.
Moving Forward:

While communication about the facility and the provider has been sent to employees at work and to their homes, human resources will continue to send additional information to employees at work, via email and posters in work areas, at annual health screenings and during annual benefit enrollment. The clinics provider will be meeting with Department Heads in September to help them understand how they can be an advocate for the Employee Health Center when approached by their staff.

Prior year’s education to employees on staying in-network to maximize coverage and discounts may be causing some confusion in understanding that, health plan participants have access to the Employee Health Center as an in-network benefit despite being situated inside an AdvocateAuroraHealth facility no matter which health plan design or network you are in. Further communications will be deployed to continue to educate employees that they do not need to be an existing AdvocateAuroraHealth patient to utilize the Employee Health Center. Nor once they visit the Employee Health Center, does it mean they have to change and receive their ongoing healthcare at AdvocateAuroraHealth.

Employee education on appropriate place of care is also critical. More education will be provided on Emergency Room vs Urgent Care vs Employee Health Center vs Primary Care Doctor utilization.

There are cost savings to be had with continued improved engagement vs activity seen year to date. Improved engagement will reduce the overall spend on acute care needs, while also improving the engagement of Walworth County insureds in wellness initiatives and chronic disease management.