1. September 16, 2020 Human Resources Committee Agenda
   Documents:
   SEPT 16, 2020 HUMAN RESOURCES AGENDA.PDF

2. September 16, 2020 Human Resources Committee Packet
   Documents:
   SEPT 16, 2020 HUMAN RESOURCES PACKET.PDF

3. September 16, 2020 Human Resources Committee Distributed At Mtg
   Documents:
   2020-09-16 HR COMMITTEE APPEALS MEMO - APPEALS.PDF
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/a45aad0015994b13b32cbb622a7ce1ef1d

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) July 22, 2020 Human Resources Committee meeting (encl. pp. 1-3)
6. Public comment period
7. New Business
   a) Personnel Appeals to Administrator’s Budget
b) Request for Early Implementation of the following changes:
   a. Specific Administration personnel changes (encl. pp. 4-8)
   c) Resolution No. **-10/20 Adopting Insurance Premium Equivalents for 2021 (encl. pp. 9-11)
   d) Request to overfill a Support Specialist position in the Child Support Division of Corporation Counsel per Section 15-18 of the Walworth County Code of Ordinances (encl. p. 12)

8. Reports
   a) Worker’s Compensation & Training Report (encl. pp. 13-18)
   b) Authority to Defer Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster (encl. pp. 19-24)

9. Reports/announcements by Chairperson

10. Set/confirm next meeting date and time
    a) Human Resources - Wednesday, October 21, 2020 at 3:30 p.m.

11. Adjournment

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

              Posted: September 10, 2020
Memorandum

To: Walworth County Human Resources Committee
Cc: Mark Luberda, County Administrator
From: Kate Bishop, Human Resources Director
Date: September 10, 2020
RE: September 16, 2020 Human Resources Committee Meeting

New Business:

a.) Personnel Appeals to Administrator’s Budget. Appeals to the 2021 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 2021.

b.) Request for Early Implementation of the following changes:

- Resolution Authorizing Specific Personnel Changes in the Department of Administration. Administration is recommending early implementation for two of their proposed 2021 personnel changes. Included in the packet is a memorandum from Mark Luberda, County Administrator, describing the requests. These requests are included in the proposed 2021 County Administrator’s Budget. 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 2021. 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 dental plan (please note, we are not recommending any changes to rates for the health 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, as well as wanting to provide stability in a year that has been less that ‘normal.’ Although we are not recommending changes to the rates for the health plan for 2021, we need to be prepared, as stated on pages 8 & 9 of the 2021 Administrator’s Budget, for changes in the upcoming years. These rates are included in the proposed 2021 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.) **Request to overfill a Support Specialist position in the Child Support Division of Corporation Counsel per Section 15-18 of the Walworth County Code of Ordinances.** A Support Specialist 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 Child Support Supervisor, Marylee Richmond, is requesting the overfill of the position to ensure a smooth transition of duties given the complexity of the role. Please see the enclosed memorandum from Ms. Richmond with further detail for the reasoning of the overfill. Funding has been identified in the 2020 budget to support this request. Ms. Richmond will be present to answer any questions you may have during the meeting.

**Reports:**

a) **Worker’s Compensation & Training Report.** Included in your packet is the bi-annual worker’s compensation and safety training report. This report summarizes financial data impacting the Worker’s Compensation fund and how staff, both Human Resources and departmental, are attempting to mitigate and manage those costs. Lisa Henke, Benefits Manager, will be present to highlight information and answer any questions you may have.

b) **Authority to Defer Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster.** As you may be aware, President Trump passed a presidential memorandum on August 8, 2020 regarding the employee share of social security withholdings to allow employees to defer the employee portion of their social security deduction. Please see the memorandum included in your packet from me with further detail regarding this.
Chair Susan Pruessing called the meeting to order at 4:25 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: Nancy Russell, Brian Holt, David Weber, and Joseph Schaefer
County Staff: County Administrator Mark Luberda; Human Resources Director Kate Bishop; Benefits Manager Lisa Henke; Superintendent of Institutions Elizabeth Aldred; Director of Walworth County Children with Disabilities Education Board Tracy Moate; Corporation Counsel and Director of Land Use Resource management (LURM) Michael Cotter; and Finance Director Jessica Conley

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the agenda was approved with no withdrawals.

On motion by Supervisor Monroe, second by Supervisor Ingersoll, the June 17, 2020 Human Resources Committee meeting minutes were approved.

Public Comment – There was none.

New Business
- 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

Human Resources Director Kate Bishop referenced her memo included in the committee packet. She said, Section 15-11 of the Walworth County Code of Ordinances requires annual health screenings for employees and spouses who participate in the health plan. Due to COVID-19, health screenings were postponed. The vendor who typically performs the screening announced bankruptcy. Subsequently, Aurora was selected to perform the screenings on August 26th and 27th at Health and Human Services. She said, because of the unique situation this year, they cannot accommodate all members of the health plan for screenings. Bishop asked that this year participation in the screening be made voluntary under our emergency ordinance. She added screenings can be made available to any participant who requests one. She noted the screening determines their contribution tier for next year. She explained anyone at the lowest tier (7%) would remain at that tier. Those employees at the middle (10%) or high tier (12%) have the option to participate in the screening and go down one level. County Administrator Luberda clarified, this does not pertain to the emergency ordinance. He said, as our prior emergency ordinance expired, an ordinance was adopted that cited some exceptions and provided some additional flexibility in the human resources policies until the end of the year. This is being added to the ordinance as an exception for the year.

Bishop also noted the 16 Chem Panel now includes a nicotine test. The results of the test cannot be omitted from the reports that are provided directly to the employee. She said, employees will not be accustomed to
seeing nicotine results on their reports. She added, Walworth County does not receive any of this information.

Supervisor Monroe made a motion, second by Supervisor Simons, to recommend approval of the proposed Ordinance 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. Motion carried 5-0.

- Request to Overfill Payroll Systems Coordinator Position in the Finance Department per Section 15-18 of the Walworth County Code of Ordinances
  Bishop explained Finance was requesting a 45 day overfill for a payroll position, due to the upcoming retirement of a long time payroll staff person. Overfill will afford the new staff person the opportunity to work with the retiring staff person to pass along key information.

A motion was made by Supervisor Ingersoll, second by Vice Chair Stacey, to accept the request for overfill of the Payroll Systems Coordinator position in the Finance Department. Motion carried 5-0.

- Resolution **-09/20 Authorizing the Creation of a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office
  Bishop referenced a memo from Register of Deeds Cairie Virrueta that was included in the committee packet. She said, earlier in the year the Property Lister was transferred from the Register of Deeds Office to the Treasurer’s office. This new requested 0.5 FTE position will provide needed administrative support to the Register of Deeds office. She also noted the funding for this was built into the current year budget.

A motion was made by Supervisor Monroe, second by Supervisor Simons, to recommend approval of the Resolution Authorizing the Creation of a 0.50 FTE Administrative Clerk II Position in the Register of Deeds Office. Motion carried 5-0.

- 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
  Human Resources Director Kate Bishop and Superintendent of Institutions Elizabeth Aldred provided a summary of the ordinance amendment, as well as an overview of the current and historical use of Pool Staff at Lakeland Health Care Center.

A motion was made by Supervisor Ingersoll, second by Supervisor Monroe, to recommend the proposed 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. Motion carried 5-0.

- Resolution **-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
  Bishop said, this resolution proposes the elimination of a Special Education Aide position and reclassification of a Special Education Aide position to a Special Education Teacher position. A revised resolution was distributed at the meeting updating the fiscal impact. The revised version shows a savings of $17,649 for 2020, and annual savings of $47,889 in the Policy and Fiscal Note.
Luberda said, there is a requirement that the Administrative Procedures list FTE’s by position. Luberda said, this resolution was structured differently due to COVID-19, to afford additional flexibility to Lakeland School. He noted in the “Be It Further Resolved” section of the resolution, two scenarios for the distribution of the FTE’s are provided to be documented in the Administrative Procedures.

A motion was made by Supervisor Monroe, second by Supervisor Simons, to recommend the proposed 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 the Lakeland School. Motion carried 5-0.

- Contract award recommendation for the County’s life insurance policies
  Bishop said National Insurance Services had solicited bids for renewal of the life insurance policies and referenced the memo and attachments included in the packet. She said, they recommended we stay with the current provider Madison National Life. Discussion then focused on the bidding processes, which have been approved by both Purchasing and Corporation Counsel.

Vice Chair Stacey made a motion, second by Supervisor Ingersoll, to approve the recommendation to award the contract for life insurance to Madison National Life. Motion carried 5-0.

- Adoption of the Walworth County’s Employee Wellness Council 2020-2021 Operation Plan and Event Schedule
  Benefits Manager Lisa Henke said, the Walworth County Employee Wellness Council is in their 11th year of operation. She explained the Wellness Council is a volunteer organization, composed of 12 Walworth County employees. Henke provided an overview of the Wellness Council past activities/accomplishments and reviewed 2020-2021 Employee Wellness Council Operating Plan and the Wellness Events Plan. She added, for the tenth consecutive year, we have received the Healthiest Companies in America award from Interactive Health based on 2019 results.

Supervisor Simons made a motion, second by Supervisor Monroe, to adopt the Walworth County Employee Wellness Council 2020-2021 Operation Plan and Event Schedule. Motion carried 5-0.

Reports/Announcements by Chair – There were none.

Confirmation of next meeting: The next meeting was confirmed for Wednesday, September 16, 2020 at 3:30 p.m.

Adjournment
On motion Supervisor Monroe, second by Supervisor Simons, Chair Pruessing adjourned the meeting at 4:53 p.m.
Memorandum

To: Walworth County Human Resources Committee

From: Mark W. Luberda, County Administrator

Date: September 10, 2020

RE: Request for early implementation: Office Supervisor – Administration/Communication Coordinator

The current Office Supervisor/Mobility Manager position in the Administration Department combines the supervisory needs of the Department with oversight of the transit program (mobility manager). The 2021 Administrator’s budget proposes removing the mobility related duties from the position and replacing them with new duties associated with serving as a Communications Coordinator. As Communications Coordinator, they will monitor and address non-departmental-specific social media activity, review all press releases, and support and advise departments on the use of social media for promoting County programs.

The primary purpose for early implementation is to ensure support is provided to the County Administrator. The current position has been vacant since early July. That position serves as the primary executive assistant to the Administrator and as supervisor for office staff. It would be detrimental to delay filling the position until 2021. The position is vital to coordination of tasks and duties in the Administrator’s office and, as such, needs to be filled as soon as possible. Additionally, there would be benefit to having the Communications Coordinator duties implemented sooner. The logic and arguments that support the creation of the position’s role within the 2021 budget are the same logic and arguments that would support initiating the position sooner.

As identified in the related resolution, there is added cost associated with this action, but there have been sufficient vacancies and savings within the department to fully fund the request.

Please call with any questions you may have.

MWL/sr
Memorandum

To: Walworth County Human Resources Committee

From: Mark W. Luberda, County Administrator

Date: September 10, 2020

RE: Request for early implementation: Program Manager – Mobility (0.75 FTE)

The current Office Supervisor/Mobility Manager position in the Administration Department combines the supervisory needs of the Department with oversight of the transit program (mobility manager). The 2021 Administrator’s budget proposes removing the mobility related duties from the position and replacing them with new duties associated with serving as a Communications Coordinator. The mobility manager duties are then combined with a vacant 0.25 FTE Mobility Assistant position. The result is a separate 0.75 FTE Program Manager – Mobility created for 2021.

Sufficient funding exists with the transportation program area. Although there will be limited added costs because the 0.25 Mobility Assistant portion will be filled at a higher level, there are more than sufficient appropriations available for 2020 because the assistant position has been vacant all year and the mobility manager position has been vacant since July.

Combining these roles into one position, as proposed in the budget, will make the position easier to fill. Furthermore, the County will be able to pursue someone with program manager experience that can enhance the data gathering and analysis, which will be essential as the program grows post-Covid.

Early implementation is essential because the program manager position has been vacant since July and continued, regular monitoring of the program is important. Furthermore, new rounds of grant applications are occurring soon.

Please call with any questions you may have.

MWL/sr
Resolution No. xx - 10/20

Authorizing the Elimination of the Mobility Assistant Position, the Reclassification of the Office Supervisor/Mobility Manager Position to an Office Supervisor – Administration and Communication Coordinator Position and the Creation of a Program Manager – Mobility Position in Administration

Moved/Sponsored by: Human Resources Committee

WHEREAS, there is currently a 0.25 FTE Mobility Assistant position and a 1.00 FTE Office Supervisor/Mobility Manager position in Administration; and,

WHEREAS, the County Administrator seeks to eliminate the 0.25 FTE Mobility Assistant position, reclassify the 1.00 FTE Office Supervisor/Mobility Manager position to a 1.00 FTE Office Supervisor – Administration and Communication Coordinator position and create a 0.75 FTE Program Manager – Mobility position to better serve the needs of the department and the county; and,

WHEREAS, the Human Resources Committee (“Committee”) has considered the elimination of the 0.25 FTE Mobility Assistant position, the reclassification of the 1.00 FTE Office Supervisor/Mobility Manager position to a 1.00 FTE Office Supervisor – Administration and Communication Coordinator position and the creation of a 0.75 FTE Program Manager – Mobility position and hereby recommends the changes; and,

WHEREAS, the Administration Department has sufficient funding in 2020 to cover any costs, and the County Administrator’s 2021 Budget includes sufficient funding for the positions and provides sufficient documentation as to the compelling need for the positions.

NOW, THEREFORE, BE IT RESOLVED by the Walworth County Board of Supervisors that the elimination of the 0.25 FTE Mobility Assistant position, the reclassification of the 1.00 FTE Office Supervisor/Mobility Manager position to a 1.00 FTE Office Supervisor – Administration and Communication Coordinator position and the creation of a 0.75 FTE Program Manager – Mobility be and the same is hereby approved effective as of October 13, 2020.

BE IT FURTHER RESOLVED that the County Administrator shall update the appropriate Administrative Procedure to reflect the new FTE count of 1.00 FTE Office Supervisor – Administration and Communication Coordinator position and 0.75 FTE Program Manager – Mobility position in Administration and 4.50 Total Administration FTES, with grand totals being adjusted accordingly for the 0.50 FTE increase.

Nancy Russell
County Board Chair

Kimberly S. Bushey
County Clerk

County Board Meeting Date: October 13, 2020
Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

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

If unsigned, exceptions shall be so noted by the County Administrator.
Policy and Fiscal Note  
Resolution No. xx-10/20

I. **Title:** Authorizing the Elimination of the Mobility Assistant Position, the Reclassification of the Office Supervisor/Mobility Manager Position to an Office Supervisor – Administration and Communication Coordinator Position and the Creation of a Program Manager – Mobility Position in Administration

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to eliminate the 0.25 FTE Mobility Assistant position, reclassify the 1.00 FTE Office Supervisor/Mobility Manager Position to a 1.00 FTE Office Supervisor – Administration and Communication Coordinator position and create a 0.75 FTE Program Manager – Mobility position. Since the Office Supervisor and Mobility Manager roles within the positions being eliminated are currently vacant, those duties, recreated within these new position titles, will enable essential duties to be completed sooner and remove immediate operational problems.

III. **Budget and Fiscal Impact:** Passage of this resolution will result in a cost savings of $28,455 in 2020 and a cost of $52,238 annually, which has been included in the 2021 budget.

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

<table>
<thead>
<tr>
<th>Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Resources</td>
<td>September 16, 2020</td>
</tr>
</tbody>
</table>

**Vote:**

**County Board Meeting Date:** October 13, 2020

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

_________________________________
Michael P. Cotter
Corporation Counsel

_______________________________
Date

_________________________________
Jessica Conley
Finance Director

_______________________________
Date

_________________________________
Mark W. Luberda
County Administrator

_______________________________
Date
Resolution No. xx – 10/20
Adopting Insurance Premium Equivalents for 2021

Moved/Sponsored by: Human Resources Committee

WHEREAS, Human Resources staff, together with M3, the County’s employee benefits consultant, recommends adoption of the attached monthly premium equivalents; and,

WHEREAS, the attached monthly premium equivalents have been included in the 2021 Preliminary Budget.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors hereby adopts the monthly premium equivalent rates for 2021 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 2021 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 13, 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            Date
County Administrator

If unsigned, exceptions shall be so noted by the County Administrator.
Attachment A

The following charts highlight the adopted 2019 and 2020 monthly rates as a reference as well as the proposed 2021 monthly rates for both the health and dental insurance plans.

<table>
<thead>
<tr>
<th>Tier 1</th>
<th>2019 Adopted Rates</th>
<th>2020 Adopted Rates</th>
<th>2021 Proposed Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$ 895</td>
<td>$ 913</td>
<td>$ 913</td>
</tr>
<tr>
<td>Family</td>
<td>$ 2,212</td>
<td>$ 2,256</td>
<td>$ 2,256</td>
</tr>
<tr>
<td>Medicare</td>
<td>$ 627</td>
<td>$ 640</td>
<td>$ 640</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tier 2</th>
<th>2019 Adopted Rates</th>
<th>2020 Adopted Rates</th>
<th>2021 Proposed Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$ 805</td>
<td>$ 837</td>
<td>$ 837</td>
</tr>
<tr>
<td>Family</td>
<td>$ 1,942</td>
<td>$ 2,020</td>
<td>$ 2,020</td>
</tr>
<tr>
<td>Medicare</td>
<td>$ 564</td>
<td>$ 587</td>
<td>$ 587</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dental</th>
<th>2019 Adopted Rates</th>
<th>2020 Adopted Rates</th>
<th>2021 Proposed Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single</td>
<td>$ 42</td>
<td>$ 39</td>
<td>$ 37</td>
</tr>
<tr>
<td>Family</td>
<td>$ 110</td>
<td>$ 103</td>
<td>$ 98</td>
</tr>
</tbody>
</table>
I. **Title:** Adopting Insurance Premium Equivalents for 2021

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is to adopt the 2021 monthly health and dental insurance premium equivalent rates.

III. **Budget and Fiscal Impact:** The fiscal impact is estimated to be a savings of $37,386 due to the decrease in dental rates. Insurance costs are included in the 2021 budget. For a discussion on the impact beyond 2021, please review the 2021 Administrator’s Budget transmittal letter, pages 8 and 9.

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

   Committee: Human Resources
   Meeting Date: September 16, 2020

   Vote:

   County Board Meeting Date: October 13, 2020

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

Michael P. Cotter  
Corporation Counsel  
Date

Jessica Conley  
Finance Director  
Date

Mark W. Luberda  
County Administrator  
Date
TO: Walworth County Human Resources Committee  
RE: Request to Overfill Child Support Specialist Vacancy  
FROM: Marylee Richmond, ACC/CS Supervisor  
DATE: September 2, 2020

On November 6, 2020, Julie Barnes will be retiring from the county after 23 years of employment. I am requesting to overfill the position for two weeks with the new employee starting on October 26, 2020.

I am requesting for the overfill due to the current working conditions in our office due to the COVID-19 pandemic. Currently, employees are working in the office on staggered workdays and are working remotely the remainder of the days. Julie is one of two employees who is working FT in the office due to poor internet connectivity at her residence. She is currently performing daily tasks for those workers who are not in the office. By doing these tasks she is keeping the flow of the office moving forward.

Generally, training would consist of daily close contact with the new employee learning by doing under close supervision. Other staff members would be available to fill in when needed while the supervisor or lead worker are training the new worker.

As we have limited in-office staffing, it would be very helpful to have Julie continue to perform the in-office tasks for the two weeks requested allowing myself or the lead worker to train the new employee while we are in the office. Hopefully, after the two weeks, the new employee will be trained enough to work independently for a time allowing us time to perform our in-office tasks. Under normal circumstances, the impact of training a new employee is minimized due to the ability of staff to fill in for the trainer. Given the abnormal circumstances right now, however, the added duties of a training a new employee impact the office significantly.
Memorandum

TO: Human Resources Committee

CC: Kate Bishop, Human Resources Director

FROM: Lisa Henke, Benefits Manager

DATE: September 10, 2020

SUBJECT: Worker’s Compensation Report and Training update

Below is our six (6) month look back on open worker’s compensation claims and safety training/education completed. This report is looking at January – June 2020.

During the last six (6) months, there have been sixty-seven (67) reported incidents. Thirty-four (34) claims were report only, meaning an incident happened but no treatment was sought by the injured person, thirty-two (32) required medical treatment for the incident and one (1) required medical treatment and had time away from work.

The chart below represents the seven (7) departments that experienced claims in the previous six (6) months and the total expense paid for those claims. Additionally, I included any prior reporting period claims that are still open and the total expense paid on those claims.

<table>
<thead>
<tr>
<th>Department</th>
<th>New Claims In Report Period</th>
<th>Amount Paid On New Claims In Report Period</th>
<th>Other Open Claims</th>
<th>Amount Paid on Other Open Claims</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>0</td>
<td>$0.00</td>
<td>1</td>
<td>$8,874</td>
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<tr>
<td>Lakeland School</td>
<td>4</td>
<td>$4,802</td>
<td>3</td>
<td>$79,464</td>
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<tr>
<td>Sheriff – Non-Sworn</td>
<td>3</td>
<td>$1,166</td>
<td>3</td>
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<td>Sheriff - Sworn</td>
<td>13</td>
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<td>4</td>
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<td>Lakeland Health Care</td>
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<tr>
<td>Health &amp; Human Services</td>
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<td>2</td>
<td>$17,293</td>
</tr>
<tr>
<td>Public Works</td>
<td>7</td>
<td>$16,224</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>33</strong></td>
<td><strong>$68,089</strong></td>
<td><strong>15</strong></td>
<td><strong>$548,284</strong></td>
</tr>
</tbody>
</table>

*Claim is in review

The total outstanding reserve for all open claims through June 30, 2020 is $618,757. Please remember that not all of the reserves may be spend for the open claims.
The chart below lists the type of claim, body part injured and cause of injury for the six (6) departments that experienced claims in the past six (6) months:

<table>
<thead>
<tr>
<th>Depart.</th>
<th>Lost Time &amp; Medical Treatment</th>
<th>Medical Treatment Only</th>
<th>Incident Only</th>
</tr>
</thead>
</table>
| LHCC    |                               | • Back – fall, slip or trip – ice or snow  
• Back – strain by pushing or pulling (2)  
• Knee – strain by lifting  
• Ankle – fall, slip or trip | • Arm – fall, slip or trip – ice or snow  
• Leg – fall, slip or trip – ice or snow  
• Knee – fall, slip or trip – ice or snow  
• Eye – foreign matter in eye  
• Low back – strain by lifting | |
| Lakeland School | • Knee – strain by jumping  
• Foot – caught in, under or between object  
• Hand – struck by student  
• Leg – struck by student | • Hand – struck by student  
• Leg – struck by student | |
| Sheriff - Non-Sworn | • Head/soft tissue – fall, slip or trip – ice or snow  
• Shoulder – strain by pushing or pulling  
• Back – struck by inmate | | |
| Sheriff - Sworn | • Shoulder – fall, slip or trip – ice or snow | • Leg – cut, puncture or scrape  
• Chest – strain by pushing or pulling  
• Ears – diving  
• Knee – fall, slip or trip  
• Hip – fall, slip or trip  
• Knee – strain by lifting  
• Lungs – absorption, ingestion or inhalation  
• Knee – motor vehicle collision  
• Hand – cut, puncture or scrape  
• Leg – injured by animal  
• Back – motor vehicle collision  
• Arm – struck by suspect | • Back – fall, slip or trip – ice or snow  
• Lungs – absorption, ingestion or inhalation  
• Eyes – absorption, ingestion or inhalation  
• Wrist/hand – fall, slip or trip – ice or snow  
• COVID-19 exposure – no physical injury (2) |
| Health & Human Services | • Head – fall, slip or trip – ice or snow | • Wrist/hand – fall, slip or trip – ice or snow  
• Arm – fall, slip or trip – ice or snow  
• Knee – fall, slip or trip – ice or snow (2) | |
<table>
<thead>
<tr>
<th>Public Works</th>
<th>Elbow – fall, slip or trip – ice or snow</th>
<th>Back – motor vehicle collision</th>
<th>Knee – fall, slip or trip – stairs (2)</th>
<th>Motor vehicle accident – no injury</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Shoulder – fall, slip or trip</td>
<td>Ear – cut, puncture or scrape</td>
<td>Hand – burn</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Back – strain by pushing or pulling</td>
<td>Finger – caught in, under or between object</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Knee – fall, slip or trip – ice or snow</td>
<td>Wrist/hand – fall, slip or trip – ice or snow</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Motor vehicle accident – no injury (5)</td>
<td>Shoulder – fall, slip or trip – ice or snow</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nose – struck by flying object</td>
<td>Abdomen – strain by lifting</td>
<td></td>
</tr>
</tbody>
</table>

Each of the departments listed in the six (6) month claim look back period have an active safety committee or crisis team that meet on a regular basis to discuss safety concerns and injury prevention. Human Resources participates as a member of these committees to help them engage in safety discussions and mitigate claim costs.

During the last six (6) months Human Resources has sent all employees the following educational topics to help prevent work related injuries and provide additional safety knowledge for at work and home:

1. Distracted Driving
2. Winter Weather
3. Bloodborne pathogens
4. Hazard Communication General Awareness
5. Severe Weather Season
6. Lockout/Tagout
7. Working in the heat

Per County Administrative procedure 3-401 to 3-419 each department head or their designee are responsible for completing safety training for their department. The attached document (Exhibit A) shows what each department reported as training completed in the past six (6) months.

I will be present at your meeting for any questions you may have.
**Workers Compensation Report and Employee Training Update**  
(January – June 2020)

**Health and Human Services**

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Training Topic</th>
<th>Job Classification in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/7/20 – 1/8/20</td>
<td>HHS hosted a Critical Incident Stress Management Training</td>
<td>Identified HHS Staff</td>
</tr>
<tr>
<td>1/14/20</td>
<td>Updates were made to the Department’s Continuity of Operations Plan (COOP). Changes were reviewed and approved by agency leadership.</td>
<td>Managers and Supervisors</td>
</tr>
<tr>
<td>2/19/20 - 2/21/20</td>
<td>ICS 300 Training was held (hosted by HHS)</td>
<td>Identified HHS Managers and Supervisors / Other County Departments</td>
</tr>
<tr>
<td>2/19/2020</td>
<td>Dementia Friendly Employee Training</td>
<td>Optional Training (Open to all HHS Staff)</td>
</tr>
<tr>
<td>3/18/20</td>
<td>Public Health staff met with each HHS Division to discuss COVID-19 and next steps to be taken</td>
<td>Managers, Supervisors, and Program Staff</td>
</tr>
</tbody>
</table>
| 4/20/20          | Safety tips and notices included in employee newsletter “The Dish”:  
|                  | • Reminder to staff about the importance of not speeding in the parking lot  
|                  | • Reminder to staff to remain home if ill, as well as basic information about face coverings/masks and social distancing to limit the spread of COVID-19 | All Staff |
| 5/15/20          | Public Health staff met with each HHS Division to discuss COVID-19 and next steps to be taken | Managers, Supervisors, and Program Staff |
| 3/11/2020, 6/12/20| Fuel Safety Training (Fleet Vehicles) | New Staff accessing the DPW fuel system |
| 2/3/20, 2/21/20  | Winter safety reminders were distributed in regards to the Department parking lot to reduce the risk of falls | All Staff |
| 7/21/20          | Safety tabletop scenarios were discussed at the manager/supervisor meetings, and then passed onto program staff. Topics included:  
<p>|                  | • COVID-19 safety information refresher | Managers, Supervisors, and Program Staff |</p>
<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Training Topic</th>
<th>Job Classification in Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/20</td>
<td>Securing the Load</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>1/22/20</td>
<td>Snow plow safety</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>2/7/20</td>
<td>Safety Guidelines when refueling</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>2/10/20</td>
<td>Pinch Points</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>3/13/20</td>
<td>Bloodborne Pathogens</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/20/20</td>
<td>Fire Extinguisher Talking Points</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/20/20</td>
<td>PPE Use and Care</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/20/20</td>
<td>Inspecting your Lanyard</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/20/20</td>
<td>Personal Shock Absorbers and Carabiners</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/21/20</td>
<td>Fall Protection</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/21/20</td>
<td>Inspecting a Full Body Harness</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/21/20</td>
<td>Basic Electrical Safety</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>5/22/20</td>
<td>Asbestos Awareness</td>
<td>Maintenance Worker, Superintendents</td>
</tr>
<tr>
<td>6/2/20</td>
<td>Work Zone Safety</td>
<td>Maintenance Worker, Assistant Superintendents, Superintendents</td>
</tr>
<tr>
<td>6/9/20</td>
<td>Take the sting out of outdoor work</td>
<td>Maintenance Worker, Assistant Superintendents, Superintendents</td>
</tr>
<tr>
<td>6/16/20</td>
<td>Hazard Communication Policy</td>
<td>Maintenance Worker, Assistant Superintendents, Superintendents</td>
</tr>
<tr>
<td>6/17/20</td>
<td>Working in the Heat</td>
<td>Maintenance Worker, Assistant Superintendents, Superintendents</td>
</tr>
<tr>
<td>6/23/20</td>
<td>Skin Protection</td>
<td>Maintenance Worker, Assistant Superintendents, Superintendents</td>
</tr>
<tr>
<td>6/30/20</td>
<td>Hurry up can hurt</td>
<td>Maintenance Worker, Assistant Superintendents, Superintendents</td>
</tr>
</tbody>
</table>
### Sheriff's Office

<table>
<thead>
<tr>
<th>Date:</th>
<th>Training Topic:</th>
<th>Job Classification in Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>Body scanner training, to include safe operation</td>
<td>All Corrections Staff</td>
</tr>
<tr>
<td>March</td>
<td>Chris Prochut Talk 2 End Stigma</td>
<td>All Sworn Staff</td>
</tr>
<tr>
<td>March – April</td>
<td>Emergency Government training specific to spills and the response</td>
<td>All Sworn Staff</td>
</tr>
<tr>
<td>March – April</td>
<td>Jail fire prevention and response</td>
<td>All Corrections Staff</td>
</tr>
<tr>
<td>April</td>
<td>Anti-Bias Training for Law Enforcement</td>
<td>All Sworn Staff</td>
</tr>
<tr>
<td>April – May</td>
<td>Jail Medical Emergencies</td>
<td>All Corrections Staff</td>
</tr>
<tr>
<td>April – May</td>
<td>Crisis Intervention Training (de-escalation)</td>
<td>All Corrections Staff</td>
</tr>
<tr>
<td>April – May</td>
<td>COVID-19 for law enforcement training</td>
<td>All Sworn Staff</td>
</tr>
<tr>
<td>April – May</td>
<td>Blood-born pathogen kit training</td>
<td>All Staff</td>
</tr>
</tbody>
</table>

### Lakeland Healthcare Center

<table>
<thead>
<tr>
<th>DATE OF TRAINING</th>
<th>TRAINING TOPIC</th>
<th>JOB CLASSIFICATION IN ATTENDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly, beginning March 2020-current</td>
<td>PPE</td>
<td>All Nursing Home staff</td>
</tr>
<tr>
<td>Monthly</td>
<td>Fire Drills</td>
<td>All Nursing Home staff</td>
</tr>
</tbody>
</table>

### Lakeland School

<table>
<thead>
<tr>
<th>Date:</th>
<th>Training Topic:</th>
<th>Job Classification in Attendance:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Report submitted by deadline</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Memorandum

To: Walworth County Human Resources Committee

Cc: Mark Luberda, County Administrator

From: Kate Bishop, Human Resources Director

Date: September 11, 2020


As you may be aware, President Trump passed a presidential memorandum on August 8, 2020 regarding Deferring Payroll Tax Obligations in Light of the Ongoing COVID-19 Disaster. Specifically it addresses the employee share of social security withholdings to allow employees to defer the employee portion of their social security deduction. This only applies for wages received between September 1, 2020 and December 31, 2020 for those employees receiving less than the biweekly $4,000 threshold amount. The original presidential memorandum states that a forgiveness policy could be considered in the future. On Friday, August 28, 2020, the IRS released Notice 2020-65 which provides the statement of notice that this amount would be repaid by employees between January 1, 2021 and April 30, 2021. This policy provides very little guidance and relatively no time to react by the September 1, 2021 date. At this time, unless otherwise directed by the board, the County Administrator does not intend to pursue implementing this for Walworth County. A survey of over 20 other counties was taken and those other counties are choosing not to participate as well.

A full copy of the memorandum and Notice 2020-65 are attached for your reference.
Presidential Documents

Memorandum of August 8, 2020

Deferring Payroll Tax Obligations in Light of the Ongoing COVID–19 Disaster

Memorandum for the Secretary of the Treasury

By the authority vested in me as President by the Constitution and the laws of the United States of America, it is hereby ordered as follows:

Section 1. Policy. The 2019 novel coronavirus (COVID–19) that originated in the People’s Republic of China has caused significant, sudden, and unexpected disruptions to the American economy. On March 13, 2020, I determined that the COVID–19 pandemic is of sufficient severity and magnitude to warrant an emergency declaration under section 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121–5207, and that is still the case today. American workers have been particularly hard hit by this ongoing disaster. While the Department of the Treasury has already undertaken historic efforts to alleviate the hardships of our citizens, it is clear that further temporary relief is necessary to support working Americans during these challenging times. To that end, today I am directing the Secretary of the Treasury to use his authority to defer certain payroll tax obligations with respect to the American workers most in need. This modest, targeted action will put money directly in the pockets of American workers and generate additional incentives for work and employment, right when the money is needed most.

Sec. 2. Deferring Certain Payroll Tax Obligations. The Secretary of the Treasury is hereby directed to use his authority pursuant to 26 U.S.C. 7508A to defer the withholding, deposit, and payment of the tax imposed by 26 U.S.C. 3101(a), and so much of the tax imposed by 26 U.S.C. 3201 as is attributable to the rate in effect under 26 U.S.C. 3101(a), on wages or compensation, as applicable, paid during the period of September 1, 2020, through December 31, 2020, subject to the following conditions:

(a) The deferral shall be made available with respect to any employee the amount of whose wages or compensation, as applicable, payable during any bi-weekly pay period generally is less than $4,000, calculated on a pre-tax basis, or the equivalent amount with respect to other pay periods.

(b) Amounts deferred pursuant to the implementation of this memorandum shall be deferred without any penalties, interest, additional amount, or addition to the tax.

Sec. 3. Authorizing Guidance. The Secretary of the Treasury shall issue guidance to implement this memorandum.

Sec. 4. Tax Forgiveness. The Secretary of the Treasury shall explore avenues, including legislation, to eliminate the obligation to pay the taxes deferred pursuant to the implementation of this memorandum.

Sec. 5. General Provisions. (a) Nothing in this memorandum shall be construed to impair or otherwise affect:

(i) the authority granted by law to an executive department or agency, or the head thereof; or

(ii) the functions of the Director of the Office of Management and Budget relating to budgetary, administrative, or legislative proposals.

(b) This memorandum shall be implemented consistent with applicable law and subject to the availability of appropriations.
(c) This memorandum is not intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

(d) You are authorized and directed to publish this memorandum in the Federal Register.

THE WHITE HOUSE,
Washington, August 8, 2020
Part III - Administrative, Procedural, and Miscellaneous

Relief with Respect to Employment Tax Deadlines Applicable to Employers Affected by the Ongoing Coronavirus (COVID-19) Disease 2019 Pandemic

Notice 2020-65

On August 8, 2020, the President of the United States issued a Presidential Memorandum directing the Secretary of the Treasury (Secretary) to use his authority pursuant to section 7508A of the Internal Revenue Code (Code) to defer the withholding, deposit, and payment of certain payroll tax obligations.\(^1\) Accordingly, the Secretary has determined that employers that are required to withhold and pay the employee share of social security tax under section 3102(a) or the railroad retirement tax equivalent under section 3202(a) are affected by the COVID-19 emergency for purposes of the relief described in the Presidential Memorandum and this notice (Affected Taxpayers). For Affected Taxpayers, the due date for the withholding and payment\(^2\) of the tax imposed by section 3101(a), and so much of the tax imposed by

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\(^1\) The Presidential Memorandum is available at https://www.federalregister.gov/d/2020-17899.

\(^2\) The deposit obligation for employee social security tax does not arise until the tax is withheld. Accordingly, by postponing the time for withholding the employee social security tax, the deposit obligation is delayed by operation of the regulations. Thus, this notice does not separately postpone the deposit obligation.
section 3201 as is attributable to the rate in effect under section 3101(a), on Applicable Wages, as defined herein, (collectively Applicable Taxes) is postponed until the period beginning on January 1, 2021, and ending on April 30, 2021.

Applicable Wages

For purposes of this notice, Applicable Wages means wages as defined in section 3121(a) or compensation as defined in section 3231(e)\(^3\) paid to an employee on a pay date during the period beginning on September 1, 2020, and ending on December 31, 2020, but only if the amount of such wages or compensation paid for a bi-weekly pay period is less than the threshold amount of $4,000, or the equivalent threshold amount with respect to other pay periods. The determination of Applicable Wages is made on a pay period-by-pay period basis. If the amount of wages or compensation payable to an employee for a pay period is less than the corresponding pay period threshold amount, then that amount is considered Applicable Wages for the pay period, and the relief provided in this notice applies to those wages or that compensation paid to that employee for that pay period, irrespective of the amount of wages or compensation paid to the employee for other pay periods.

Payment of Deferred Applicable Taxes

An Affected Taxpayer must withhold and pay the total Applicable Taxes that the Affected Taxpayer deferred under this notice ratably from wages and compensation.

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\(^3\) Because Applicable Wages are defined as wages as defined in section 3121(a) and compensation as defined in section 3231(e), any amounts excluded from wages or compensation under these sections are not included when determining Applicable Wages.
paid between January 1, 2021 and April 30, 2021 or interest, penalties, and additions to tax will begin to accrue on May 1, 2021, with respect to any unpaid Applicable Taxes. If necessary, the Affected Taxpayer may make arrangements to otherwise collect the total Applicable Taxes from the employee.

**Drafting Information**

The principal authors of this notice are attorneys of the Office of Associate Chief Counsel, Employee Plans, Exempt Organizations, and Employment Taxes, with the participation of staff from other offices. For further information regarding the guidance under this notice, please call the Notice 2020-65 Hotline at (202) 317-5436 (not a toll-free number).
Memorandum

TO: Walworth County Human Resources Committee
FROM: Jessica Conley, Finance Director
DATE: September 16, 2020
SUBJECT: Appeals to the 2021 Personnel Budget

Attached are the following appeals to the 2021 Personnel budget:

• Appeal A – Treatment Court Coordinator Position Transfer
  This appeal, sponsored by Supervisor(s) Ken Monroe and Nancy Russell, transfers the position of Treatment Court Coordinator regarding supervision of the position only, from the Clerk of Courts department to the Health and Human Services department. The related budget shall remain in Clerk of Courts, as this position fulfills the County required match to the TAD (Treatment Alternatives and Diversion) grant program.

• Appeal B – Limited term employee (LTE) Request to Assist the Development of Improving Water Quality
  This appeal, sponsored by Supervisors Brian Holt and Nancy Russell creates an LTE to build a watershed program with interested stakeholders, and assist with leveraging funding opportunities related to improving water quality.

Please address these appeals at the Human Resources Committee meeting this afternoon and forward your recommendation for the Finance Committee’s review at their meeting on September 17, 2020.

Thanks for your assistance.

JC/kw

c: Mark Luberda, County Administrator
Kate Bishop, Human Resources Director
Todd Paprocki, Comptroller
Stacie Johnson, Finance Manager-Budget

Attachment(s)
Walworth County
Appeal to 2021 Administrator’s Budget

Department Name: __Clerk of Courts / Health and Human Services____

☐ Public Works Committee
   Capital Projects
☐ Human Resource Committee
   Wages/Benefits
☐ Finance Committee
   Other budget item

Description: Provide description of change to be considered by the Committee. Provide detailed justification/reason for the proposed change.

This appeal seeks to shift the recruitment and supervision of the vacant Treatment Court Coordinator position from the Clerk of Courts to Health and Human Services. Since 2013, the Clerk of Courts has maintained a full-time Treatment Court Coordinator. This position has been responsible for the overall management of the county’s OWI and Drug treatment courts and pre-trial diversion program. Duties have included assessment of participants, coordination with treatment providers, grant writing, and development of relationships with key partners. Many of these responsibilities are social work-related and the Treatment Court Coordinator and programs would benefit greatly from integration with other similarly-trained professionals. HHS has the clinical infrastructure to support and supervise this position and has a position with nearly identical responsibilities for the Family Treatment Court. This peer position would serve as a natural support to provide collaboration, identify program improvement opportunities, and provide coverage during absences.

Additionally, to further align our treatment courts with best practices and standards, the transfer the supervision of this position follows the Wisconsin Treatment County Standard #9 and Wisconsin Treatment Courts: Best Practices for Record-keeping, Confidentiality and Ex parte Information #3 which recommend a treatment team coordinator should not be an employee of the judge or court.

Net Levy Impact: __-0-__________________

This proposal has been discussed with the Department Head responsible for this budget: Yes__ X ____ No________

Supervisor: ___________________________ Date: __9-14-20__

Supervisor: ___________________________ Date: __9-14-20__

Supervisor: ___________________________ Date: __________________________

For Finance Department Use:

Account/Position: __________________________

Current Amount: __________________________

Revised Amount: __________________________

Committee:  Recommend ________  Denied _________

Finance Comm.:  Approved ________  Denied _________

Appeals are due to Finance by Friday, September 11th, 2020 by 5 p.m.
Walworth County
Appeal to 2021 Administrator’s Budget

Department Name: Land Use and Resource Management

☐ Public Works Committee  ☑ Human Resource Committee  ☑ Finance Committee
Capital Projects  Wages/Benefits  Other budget item

Description: Provide description of change to be considered by the Committee. Provide detailed justification/reason for the proposed change.

Beginning in 2016, the State of Wisconsin Department of Agriculture, Trade and Consumer Protection began awarding grants to local farmer-led watershed protection groups for the purpose of improving water quality. Today, in Walworth County, there has been a significant amount of momentum toward cooperation and partnerships amongst producers and stakeholders. Recently, this momentum has been limited, in part, by the lack of one, single leader to move the group forward. This appeal seeks to increase one, part-time Limited Term Employee (LTE) to work 780 hours during 2021, plus office supplies, on building the relationships amongst producers and stakeholders with the desired outcome of a more cohesive producer-led group and a better defined program. If successful, the position would help leverage other funding opportunities such as those identified through the DATCP program, the Multi-Discharger Variance program and other grant opportunities as they arise.

Revenues for Erosion Control and Zoning Permits will be increased to fund the costs.

Net Levy Impact: __-0-________________

This proposal has been discussed with the Department Head responsible for this budget: Yes X No____________

Supervisor: [Signature] Date: 9/11/20

Supervisor: [Signature] Date: 9/14/20

Supervisor: ___________________________ Date: ___________________________

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For Finance Department Use:

Account/Position: 1350-51105, 51530, 51540, 53105 1360-43705 1330-43160

Current Amount: 77,248 5,910 16 200 (109,800) (124,888)

Revised Amount: 96,748 7,406 20 1,200 (124,800) (131,888)

Committee: Recommend _______ Denied _______

Finance Comm.: Approved _______ Denied _______

Appeals are due to Finance by Friday, September 11th, 2020 by 5 p.m.